

Send "Invitations to Bid" and Other Message Types

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The screenshot displays the Capricorn Construction Company software interface. At the top, the company name and contact information are visible. The main navigation bar includes 'Project Contacts', which is currently selected. Below this, the project name 'Waterview Assisted Living (Renovations) (Somers, NY)' is shown. The interface features a sidebar with various vendor categories and a central 'Message Wizard' window. The wizard is configured to send an 'Invitation to Bid' and contains a rich text editor with the following text: 'Capricorn Construction Company would appreciate your consideration to prepare a bid on this project. If you have any questions, please call (914)245-0200 or communicate with us using the project's "Activity Stream" inside your private portal, which can be accessed from your "Invitation to Bid".' Below the text is a 'Thank you.' message and a 'Send To' dropdown menu set to 'Selected Categories'. The bottom of the wizard shows a list of vendors, including 'Tapia's Landscape Inc.' and 'Freddy Tapia'.

The "Message Wizard" enables you to select a message type:

- Invitation to Bid
- Notice of Addenda
- Bid Date Extension
- Reminder to Bid
- And General Memo

If needed, you can include additional project information or personal notes that you did not add to the "Project Description". You can utilize the editor to highlight specific information.

Before sending your messages, you can review your “Invitation to Bid” or any message type by clicking on the “Preview” button.

For subsequent messaging of “Notices of Addenda”, “Bid Date Extension”, and “Reminders to Bid”, you can apply filters to only message subcontractors that have responded to your bid invitation. Just click on “Vendor Status Filters” to make your selections.

When ready, click the “Send” button. Your messages will be sent to ONETEAAM's messaging queue for immediate delivery.

As an added **free** service, if any of your emails fail, The Blue Book will contact your subcontractor and/or supplier the next business day to correct the email and resend your message. We understand the bidding phase is time-sensitive so we will work with you to engage your invited subcontractors and suppliers as quickly as possible.

About 1-hour after sending your messages, you can review the “Message History” under the “Project Reports” tab for an updated status. You will also receive an email notification from ONETEAAM the next business day with a messaging update.
