Purpose: Step by step process for submitting information via BuildingConnected.

List of current Projects can be found on the UCSF Real Estate website:
https://realestate.ucsf.edu/bidding.

UCSF uses a third party software, BuildingConnected, for vendors to bid on projects.

Prior to being able to submit a bid, you must create an account in BuildingConnected. Go to the following site: https://app.buildingconnected.com/public/55b2899376365309004aefcc

a. Find a specific Project by entering the Project # or Project Name in the field or find the Project from the list:

b. then click on next to the specific Project:

c. a brief Project description will appear, if you are interested in bidding click :
d. this is where you will either sign in with an existing account or create a new account following the prompts:

![BuildingConnected login page]

Join BuildingConnected with Autodesk ID

- Email

[Create Account Using Autodesk ID]

[Already have an account]

e. the Project Opportunity Summary will then appear:

![Project Opportunity Summary page]
f. if bidding click on ✅ Bid Now, otherwise ⚫ Decline.

![Bid Now button highlighted]

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g. click on Files for more information:
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Base Qualification Questionnaire: Informal Form Cont...
Informal Form Contracts $300,000-$640,000 Only
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```
Overview Files Messages Bid Form
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or select ✨ Bid Form ✨ to submit a bid:
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```
Base Qualification Questionnaire: Informal Form Cont...
Informal Form Contracts $300,000-$640,000 Only
```

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Overview Files Messages Bid Form
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h. fill out the fields in bid form, be sure to follow the instructions in the advertisement to upload any required documents:
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i. once completed click on Preview & send

j. review the information and if correct click on Submit, click on Back to Edit and repeat step i. if changes need to be made.
Submittal is complete