**BID CENTER FREQUENTLY ASKED QUESTIONS (FAQ’S)**

* **How do I sign up for an account?**
	+ Send an e-mail to bki@bki.cc with a request for a Bid Center account. The request should list the e-mail for the master account holder and all other e-mails you would like to have notified whenever a project is posted or modified.
	+ The Brown & Kysar Bid Center Administrator will then create your account. The computer will automatically generate a temporary password, allowing you to log on and change the temporary password to one of your liking.
* **Can my company have multiple accounts?**
	+ No. You will have one master e-mail address and password to use for logging in. However, you can have any number of e-mail addresses that are notified whenever a project is posted.
* **How secure is this account?**
	+ No one can see your password, including the Bid Center Administrator. If you forget your password, select the “Forgot Password?” link and follow the instructions.
* **The master account holder at my company has moved on, and a different person is now in charge.**
	+ Simply send an e-mail to bki@bki.cc with the proper updated contact information and the Bid Center Administrator will update the information.
* **I don’t know who the master account holder at my company is.**
	+ Send an e-mail to bki@bki.cc and the Bid Center Administrator will let you know.
* **How often should I monitor this Bid Center? I don’t want to miss out on any bids.**
	+ You will be notified via e-mail when a project is posted for your company. Therefore, you should never need to monitor the Bid Center.
* **I know you have projects posted. Why can’t I see them?**
	+ When posting projects, the Bid Center Administrator selects applicable companies who can perform the requested duties. For example, a client may have several pre-approved contractors. Only those preapproved contractors will see the project. Material suppliers and non-pre-approved contractors will not see them.
* **I’m on your pre-qualified list. Do I automatically see all of your projects?**
	+ No. You will only see the bid requests you are approved to see by the Bid Center Administrator.
* **What types of bids will you post?**
	+ Anything a small to mid-sized public utility may purchase, ranging from trucks to transmission poles.
* **I’m a material supplier or manufacturer’s representative. Should I sign up?**
	+ You will only see projects authorized by the Bid Center Administrator. Generally, a project for contractors will only be posted for contractors; in this case, it is up to the contractor to contact material suppliers. A project for material, such as a power transformer, will be posted only to the applicable power transformer suppliers.
* **Do I need to be pre-qualified?**
	+ The pre-qualified list is intended for contractors on labor projects. Its intent is to screen contractors down to a list of companies who are qualified to perform high-voltage work. Municipal and PUD utilities in Oregon and Washington can only allow pre-qualified contractors to bid on work per state law. In addition, borrowers of RUS funds are also required to use pre-qualified contractors only. Each utility must screen contractors and maintain a pre-qualified contractor list. Brown & Kysar, Inc. maintains a list of pre-qualified contractors. To simplify the pre-qualification process, many utilities simply adopt Brown & Kysar’s list. This requirement is generally not applicable for material suppliers.
* **I’m a contractor. How do I become pre-qualified?**
	+ Send an e-mail to bki@bki.cc with a request to become pre-qualified.
* **Who uses this Bid Center?**
	+ Any small or mid-sized public utility in the Pacific NW.