

Instructions for Completing TUSD Electronic Bid Template

Important Note: two or more documents may be associated with a Bid or Proposal. Please be sure to download and **complete all documents.**

Saving (Downloading) a Document:

?? Click on the document name you wish to save. Click **Open** on the pop-up box; this will open the document in a new window. You can then save the document by going to **File – Save As.**

Working With a Document:

- ?? Some portions of a Bid or Proposal will be in a **Word document.** To complete this portion of the Bid or Proposal, click the gray form field and type the requested information.
- ?? Some portions of a Bid or Proposal **may** be in an **Excel document.** To complete this portion of the Bid or Proposal, click in the appropriate cell/box and type the requested information. Some Excel documents may contain calculations. When a unit price is typed into the appropriate cell/box, the extended price (and in some cases grand total price) will be automatically calculated for you.
- ?? Once the document is complete, copy the document to either a 3.5” floppy diskette or a CD-R recordable compact disc. You will also want to print out a hard copy of the completed documents. You will need to **submit both** the electronic and hard copy of the Bid or Proposal documents.

Important Reminders:

- ?? Please make sure that all required documents **have been signed.**
- ?? Please remember that Bids and Proposals must be **submitted in a sealed envelope.**
- ?? The Bid or Proposal number and the bidder’s name and address should be clearly **indicated on the outside** of the envelope.