



CONTRACT PLANS BUREAU
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◀AASHTOWare Project Bids™ Software Installation▶

Effective Date: December 7, 2017 Bid Letting

You may need administrative privileges and/or temporarily suspend Internet Security software protection on your computer to install the AASHTOWare Project Bids™ Software.

-**Internet Explorer 11 (IE11)** is the recommended internet browser for installation of the software. Other internet browsers are partially supported (i.e. Google Chrome, Mozilla Firefox, Microsoft Edge) but may yield different steps than those outlined below.

- 1) From the MDT Contract Plans web site <http://www.mdt.mt.gov/business/contracting/software.shtml> → Select 'Download Project Bids™', or from the Bid Letting → Project Bids™ and Bid Express™ Electronic Bidding link found on the MDT Contracting/Consulting webpage.
 - You will be taken to an external link <https://bids.cloverleaf.net> Please note: After navigating to this external website, you must read and scroll ALL THE WAY TO BOTTOM of the license agreement AND check the box for having read and agree to the terms before the Install Bid Component button becomes active.
- 2) In most cases, choose to "RUN" the executable file. Some users may need to "SAVE" or "SAVE AS" the executable file depending on internet security software the user may have on their machine. If so, choose "SAVE AS" to the Desktop first and "RUN" once the executable file has been saved locally on the computer.
- 3) Follow the prompts to install the AASHTOWare Project Bids™ software. The program will launch upon completion of the installation process in most cases. Some users may have to restart their computer to finish the install.
- 4) An AASHTOWare Project Bids™ Icon may be installed on the computer Desktop and/or available on the Programs Menu for Windows 7 or 10.
- 5) Upon initial installation of AASHTOWare Project Bids™, a user should be prompted to complete "User Profile" with the contractor's company name, address and 4-digit Vendor ID # assigned to the company by MDT Contract Plans. The Options Menu may also be accessed under the "Tools" Menu → Options
 - a) The ID # (*Vendor #*) is assigned by MDT Contract Plans. If you do not know your ID #, call 406.444.6215.
 - b) Hint: A user may need to enter the 4-digit Vendor ID number and use the "Tab" key rather than the "Enter" Key for this action to populate. "Save" this "User Profile" when complete.
 - c) Optional: For Bid Express Online Bidding Exchange subscribers, Import the Digital ID (electronic signature) provided by Bid Express under the "Digital ID" menu.
- 6) AASHTOWare Project Bids™ is now ready for use.
- 7) When you are ready to complete a bid, proceed to the "Download Bid Files" instructions found directly at: <ftp://ftp.mdt.mt.gov/contract/bid-files/> and also available through the Bid Letting → Bid Files links found on the MDT Contracting/Consulting webpage at <http://www.mdt.mt.gov/business/contracting/>