



SCA School Construction Authority

NYC SCA's Bid Set Website External User Guide

Website Usage

1. Access the BidSet website from your web browser. IE; Firefox; Safari; Chrome

<https://bidset.nycsca.org>

2. Preferably login with your VAS credentials

- You may also login with Bid Set only account
- To create a Bid Set only account, use the links provided on the page

SCA Online Bid Set Website

User Name

Password

Log In

You may login using your Vendor Access System (VAS) credentials or your Online Bid Set credentials. Upon login, you will have access to download active solicitations.

New users who do not have or require a VAS account may create an Online Bid Set Account. [Create Account](#)

Forgot your password?
* To reset your Vendor Access System (VAS) password, please click [here](#)
* To reset your Online Bid Set account, please click [here](#)

NYC SCA [Privacy Policy](#)

By utilizing this website, you acknowledge that the computer used to access this web site runs up to date anti-virus software and that reasonable measures have been taken to maintain the confidentiality of your account and password. The SCA monitors its systems and remote connections to ensure and monitor compliance. All information accessed and provided while connected to SCA systems is the property of the SCA.

You understand and acknowledge that the internet is not a secure medium and communications to and from this website may be intercepted or altered in transit. To the extent permitted by law, the SCA makes no representation or warranty, either express or implied, that this website will be free from anything which may damage any computer used to access this website.

If you have any difficulties with logging in, use the links on this page to reset your password. You may also contact the IT Service Desk for support. 718-472-8871

3. You will arrive at the main login page

4. Using the options on the left section of the screen, you can quickly find the solicitation, or solicitations you wish to download

Sign Out

SCA Online Bid Set Website

Home My Solicitation Update Account Help / FAQ

Solicitation # :

School :

- Select Range -

- Select Bid Opening -

- Select Contract Type -

- Select Bid Type -

All Solicitations

Clear Search Criteria

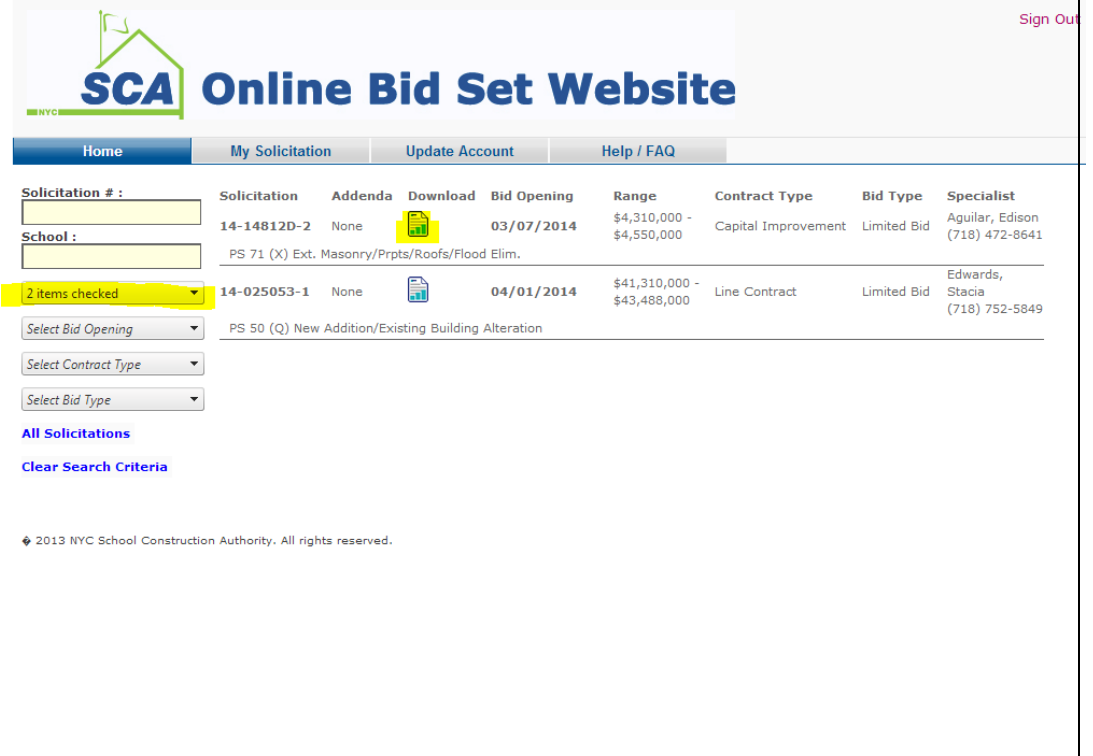
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5. Your screen will refresh as you select options

- Solicitation #; School; \$\$\$\$; Bid Open Date; Contract Type

In this example, we have narrowed the selection based on \$\$ Select Range

6. Once you have found a solicitation you want to work with, select the document icon in the middle column under the heading [Download]



SCA Online Bid Set Website

Home | My Solicitation | Update Account | Help / FAQ

Solicitation # :	Solicitation	Addenda	Download	Bid Opening	Range	Contract Type	Bid Type	Specialist
<input type="text" value="14-14812D-2"/>	14-14812D-2	None		03/07/2014	\$4,310,000 - \$4,550,000	Capital Improvement	Limited Bid	Aguilar, Edison (718) 472-8641
<input type="text" value="PS 71 (X) Ext. Masonry/Prpts/Roofs/Flood Elim."/>								
2 items checked	14-025053-1	None		04/01/2014	\$41,310,000 - \$43,488,000	Line Contract	Limited Bid	Edwards, Stacia (718) 752-5849
<input type="text" value="PS 50 (Q) New Addition/Existing Building Alteration"/>								

Select Bid Opening | Select Contract Type | Select Bid Type

All Solicitations | Clear Search Criteria

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7. A new screen will appear with details of the solicitation

8. To download one file at a time, select the icon

9. To download multiple files at a time, either use the [Select] checkboxes or use the [Select All Files] button.
 -- When ready, click on [Download Selected Files]



Obtain Solicitation

Page

Solicitation #: 14-14812D-2 Title: PS 71 (X) Ext. Masonry/Prpts/Roofs/Flood Elim.

School: PS071X Range: \$4,310,000 - \$4,550,000 Bid Opening: 3/7/2014 12:00:00 AM

Contract Type: Capital Improvement Bid Type: Limited Bid Contract Specialist: Aguilar, Edison

Bid Parts for Solicitation 14-14812D-2

Select	Download	Name	Part Type	Date Issued	Last Accessed
<input type="checkbox"/>		14-14812D-2	Original Package	2/25/2014	---

Download Advisory - For certain web browsers, including Google Chrome, the [download selected files] button may not work if pop-up blocking is turned on. Either turn off pop-up blocking or download the files individually. More details can be found in the [Help / FAQ Section](#).

Select All Files | Download Selected Files | Return to Home

Reminder - It is your responsibility to review all addenda prior to bidding on this solicitation.