



NJ TRANSIT Bid Response System

Manual Version 2

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Developed & Hosted By



Technology Concepts Group, Inc.
67 Veronica Avenue Suite #14
Somerset, NJ. 08873
Phone: 732-649-1755
Fax: 732-296-7273
E-mail: info@technologyconcepts.com
www.technologyconcepts.com

Aligning Business Objectives with Technology

1.0 OVERVIEW -----	2
1.1 HOW THE DOCUMENT IS ORGANIZED -----	2
1.2 HOW TO USE THE DOCUMENT-----	2
SECTION 1—HOW TO ACCESS THE SYSTEM (NJTBR) -----	3
SECTION 2—ADD OR UPDATE DBE PROFILE -----	4
2.1 FIND AND UPDATE AN EXISTING DBE -----	5
2.2 ADD A NEW DBE PROFILE -----	6
SECTION 3— ADD OR UPDATE BIDDER PROFILE -----	10
3.1 FIND & UPDATE AN EXISTING BIDDER -----	11
3.2 ADD A NEW BIDDER PROFILE -----	12
SECTION 4—ADD/SUBMIT A NEW BID -----	13

1.0 OVERVIEW

This document is developed for all Disadvantaged Business Enterprises (DBEs) and Prime Contractors (Bidders) who want to access the NJ Transit Bid Response System, hereinafter referred to as the NJTBRS. The NJTBRS is available from the Technology Concepts Group Online website (<http://www.tcgionline.com/njtransitbidresponse.asp>). The system will allow users to create a new DBE or Bidder profile, update profile information, and search for DBEs, Bidders, RFPs and Awarded Bids.

1.1 HOW THE DOCUMENT IS ORGANIZED

The document is organized into step-by-step tables of procedural sections where a new screen becomes the next procedure. Each Section will begin with a screen from the website illustrating what the user will see, then the step-by-step tables follow the screenshots. The table of contents precedes the overview. The user can use it to navigate to specific sections within the manual.

1.2 HOW TO USE THE DOCUMENT

If you are a DBE or a Bidder, you must ensure that NJTBRS has your current information.

The user follows the instructions in each table. The results column tells you what to expect before moving onto the next set of instructions. The screen illustrations provide you with a visual aid.

The table of contents will be useful in helping you decide where to go within this manual.

SECTION 1—HOW TO ACCESS THE SYSTEM (NJTBR)

Please go to <http://www.tcgionline.com/njtransitbidresponse.asp> to access the NJ Transit Bid Response System and follow the appropriate links.

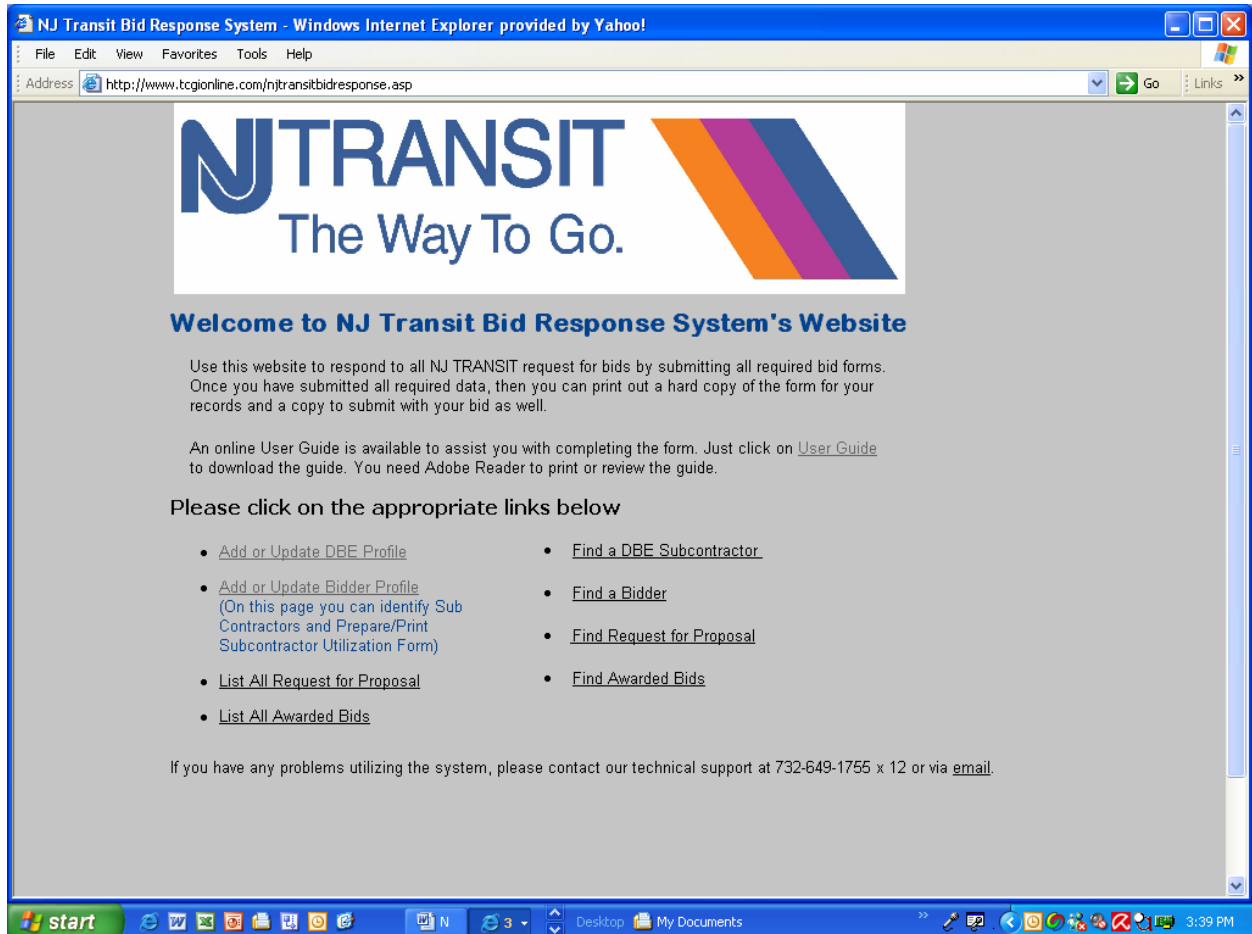


Figure 1—NJTBR on TCGI Online

SECTION 2—ADD OR UPDATE DBE PROFILE

Click on the “Add or Update DBE Profile” hyperlink to go to the DBE form.

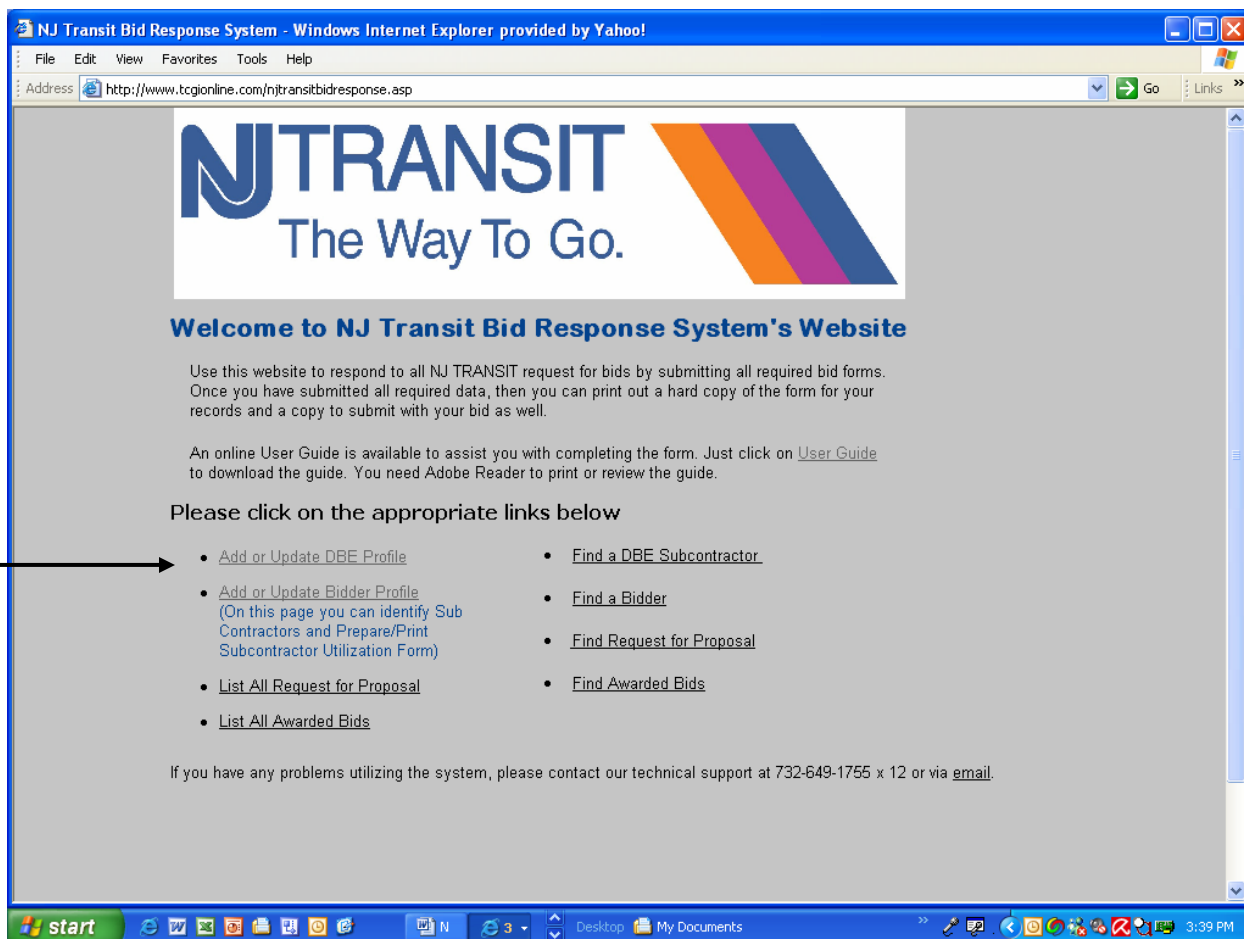


Figure 2—NJTBRs on TCGI Online

2.1 FIND AND UPDATE AN EXISTING DBE

Enter your Federal Tax ID and password to find and updated an existing DBE profile.

The screenshot shows a web browser window titled "NJ Transit Bid Response System - Windows Internet Explorer provided by Yahoo!". The address bar shows the URL "http://www.tcgionline.com/njtransitbidresponse.asp". The page content includes the NJ TRANSIT logo with the tagline "The Way To Go.". Below the logo is the heading "NJ Transit Bid Response System". The main text reads "Enter a Federal Tax ID No. to begin using the system.". There are two input fields: "Federal Tax ID" and "Password". A link labeled "Forgot Password?" is positioned below the password field. A "LOGIN" button is located below the input fields. A horizontal line separates the login section from the "New Users" section. The "New Users" section has the heading "Add Subcontractor" and a "Company Information" form. The form contains two fields: "Company Name *" and "Fed Tax ID No *". The Windows taskbar at the bottom shows the start button, several application icons, and the system tray with the time "3:41 PM".

Figure 3—DBE Form

2.2 ADD A NEW DBE PROFILE

Screen shot of DBE form

Company Information

Company Name *

Fed Tax ID No *

Address Line 1 *

Address Line 2

City *

State *

Zip Code *

Phone *

Fax *

Contact Information

Contact Name *

Gender *

Ethnicity *

Email Address *

Certification Information

Certified? *

Figure 4—New DBE Form

2.2 DBE Form Steps (Continued)

Please note that all the fields mark with an * are mandatory fields, so you must answer those questions in order to save the information.

There are four sections of this form as follows:

Company Info

Your company name, tax ID, company address, phone and fax number.

Contact Info

The main contact person at your company

Certification Info

You must choose either “Yes” or “No” to indicate the certification status of your company. If you choose “Yes” in the “Certified?” field, you must answer all the questions in this section, but if you choose “No”, you can go to the next section.

General

General information about your business, such as business description, revenue bracket, etc. In this section you must pick four NAICS Codes for your company, which are most appropriate to your business.

How to Choose the NAICS Codes:

	Steps	Result	And Then	Result
1	Click on the SELECT NAICS CODES button	A new window will open with the listing of NAICS Codes	You can scroll down to see the codes on this page or click on the next page.	Once you identified the correct code go to step 2.
2	Select the check box on the left of the code you have identified in step 1.	Your identified code will populate the field.	Repeat the same process for the next three NAICS Codes fields.	You have filled all four NAICS Codes for your business.

Illustration of step 1 (How to Choose the NAICS Codes)

The screenshot shows a web browser window with the following form elements:

- Business Description ***: Text input field.
- Revenue Bracket ***: Dropdown menu.
- Number of Employees ***: Dropdown menu.
- NAICS Code 1 ***: Text input field with a **SELECT NAICS CODE** button.
- NAICS Code 2**: Text input field with a **SELECT NAICS CODE** button.
- NAICS Code 3**: Text input field with a **SELECT NAICS CODE** button.
- NAICS Code 4**: Text input field with a **SELECT NAICS CODE** button.
- Website**: Text input field.
- Password Information**: Section containing:
 - Password**: Text input field.
 - Confirm Password**: Text input field.
 - ADD**: Button.
 - CANCEL**: Button.
 - RETURN TO MAIN PAGE**: Button.

Figure 5—NAICS Code

Click on <Select NAICS CODE>

Illustration of step 2 (How to Choose the NAICS Codes)

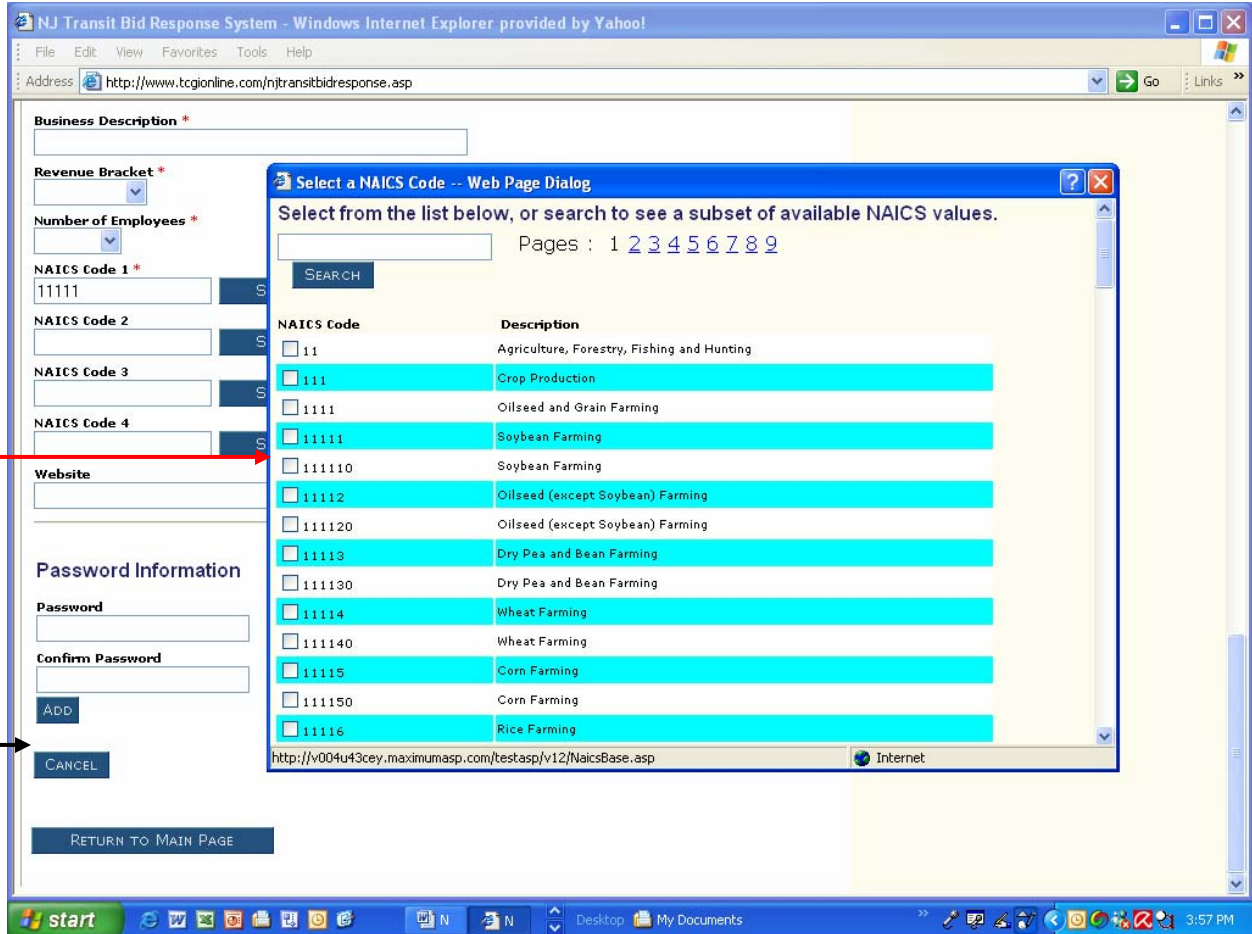


Figure 6—NAICS Code New Window

Select the Check Box

Once you filled out all the fields, enter any password of your choice and click on the "ADD" button to save your information.

SECTION 3— ADD OR UPDATE BIDDER PROFILE

Click on the “Add or Update Bidder Profile” hyperlink.

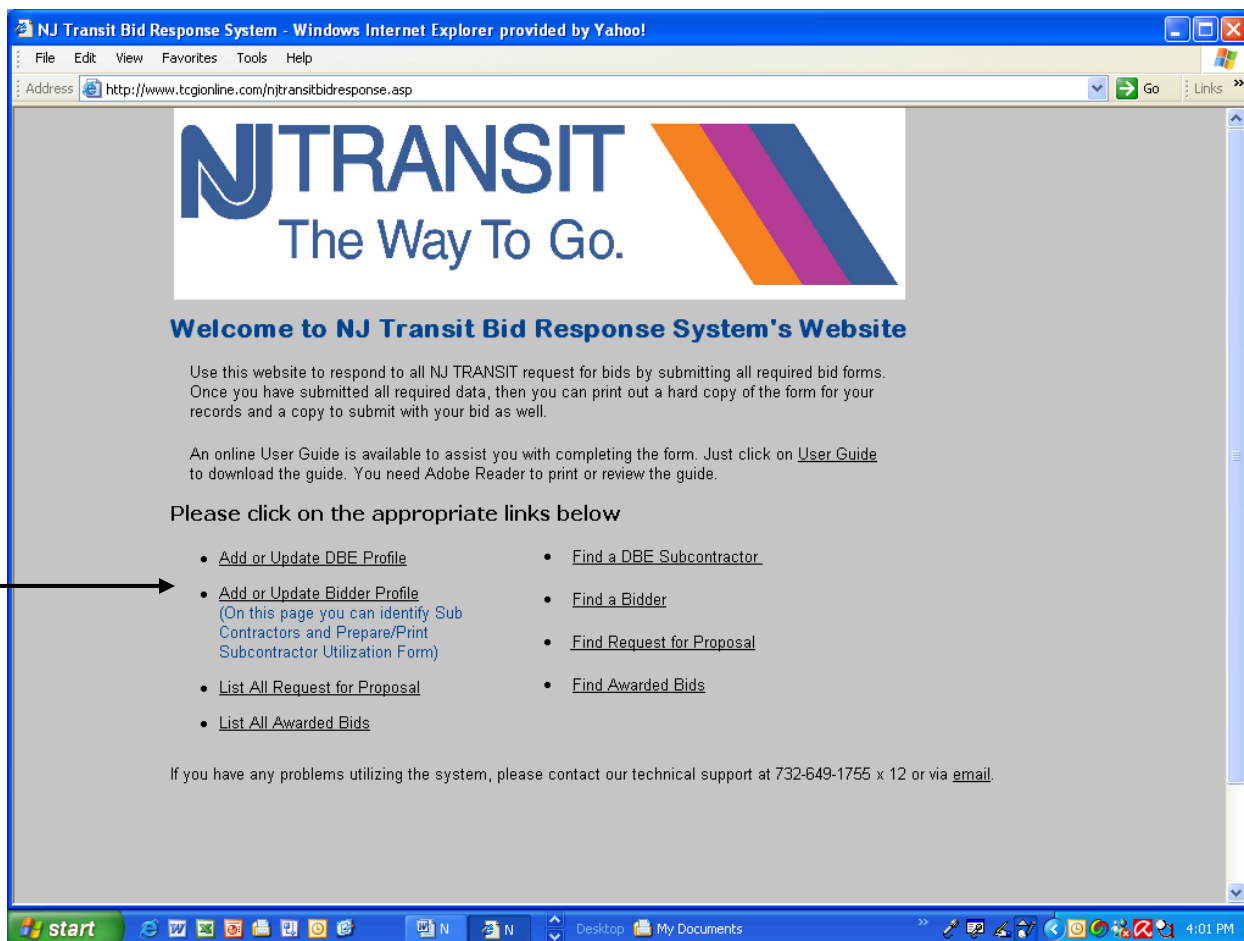


Figure 6— NJTBRs on TCGI Online

3.1 FIND & UPDATE AN EXISTING BIDDER

Enter your Federal Tax ID and password to find and updated an existing Bidder profile.

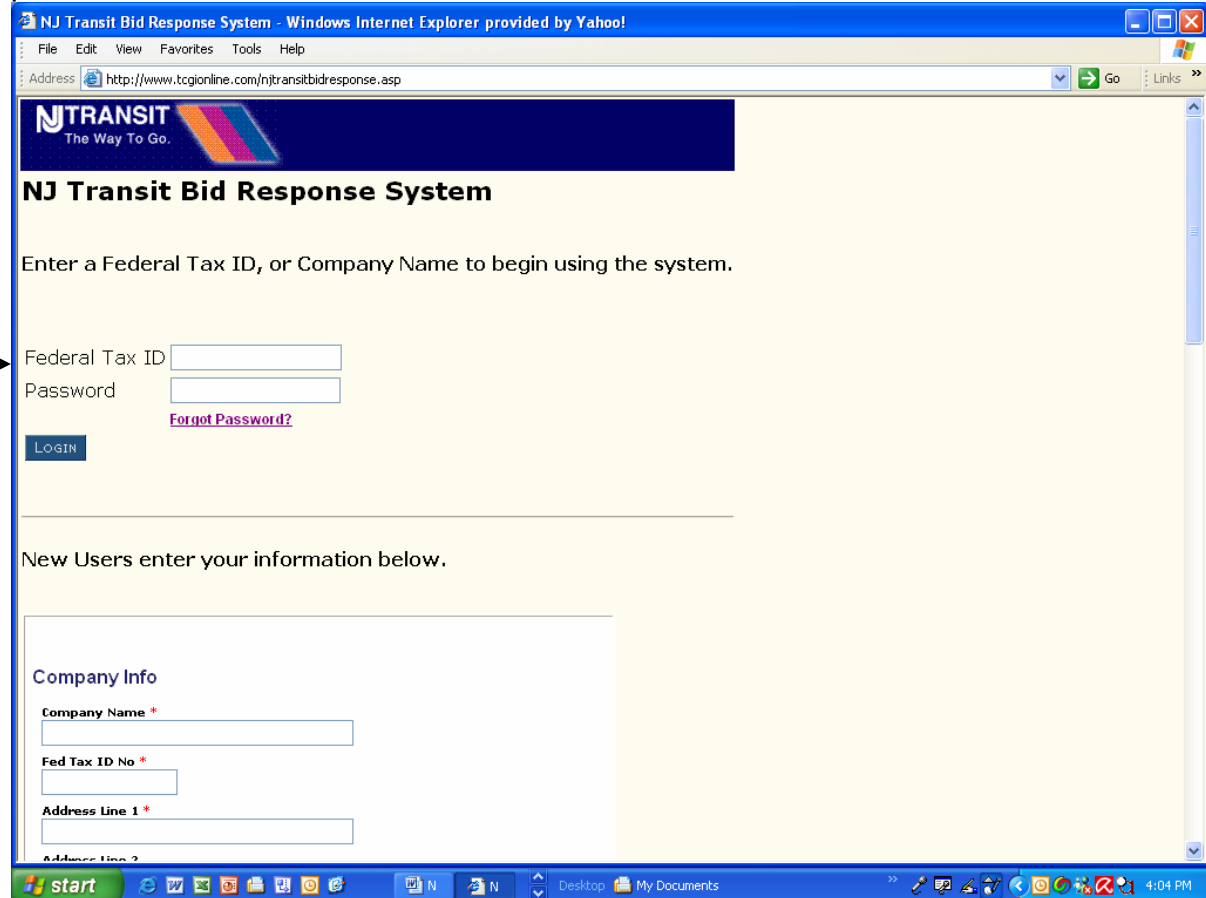


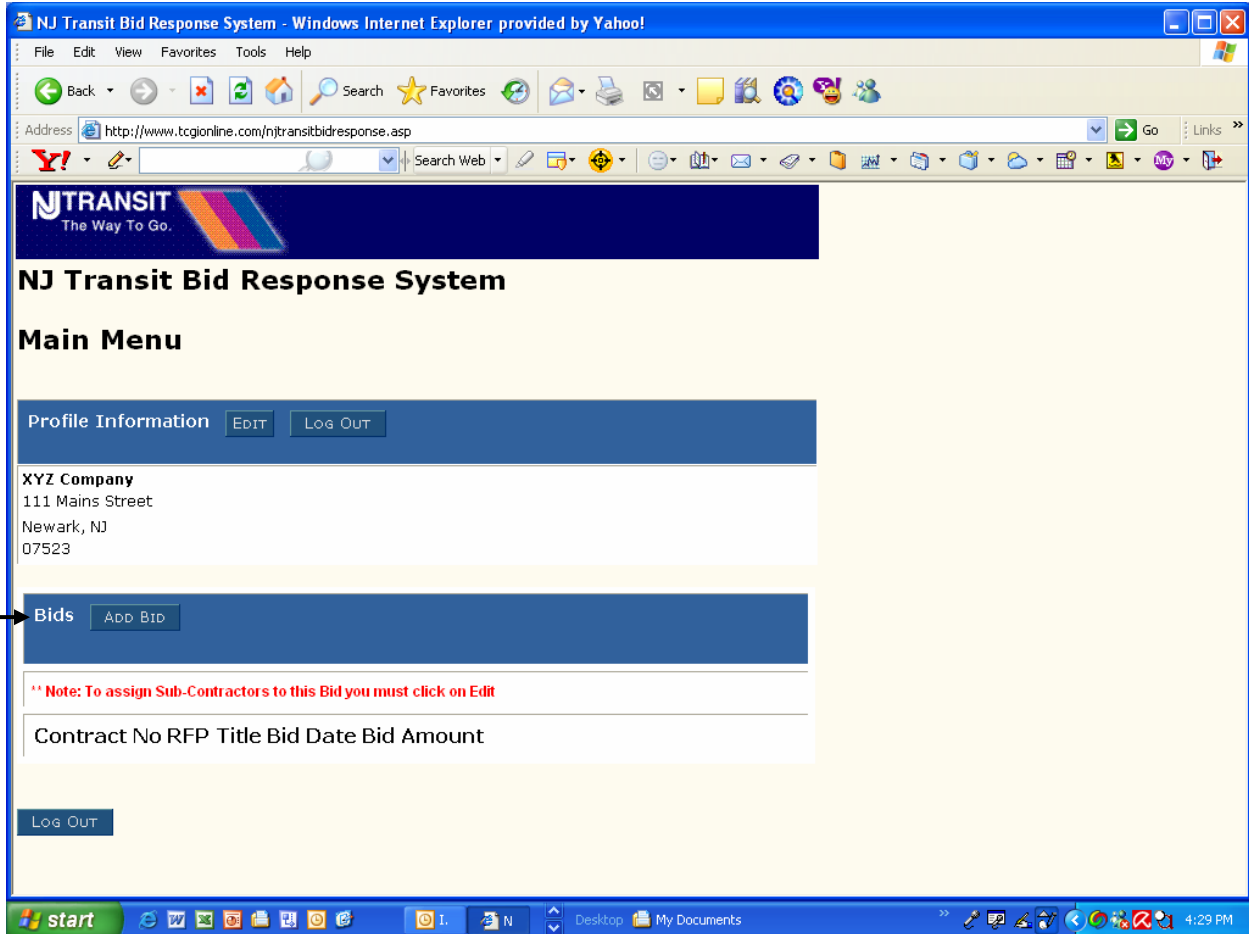
Figure7— DBE Search

3.2 ADD A NEW BIDDER PROFILE

Please see section 2.2 (ADD A NEW DBE PROFILE). It is exactly the same process.

SECTION 4—ADD/SUBMIT A NEW BID

Bidder accesses their profile by entering their Federal ID and password. Once logged in, click on the “ADD BID” button to add new bids.



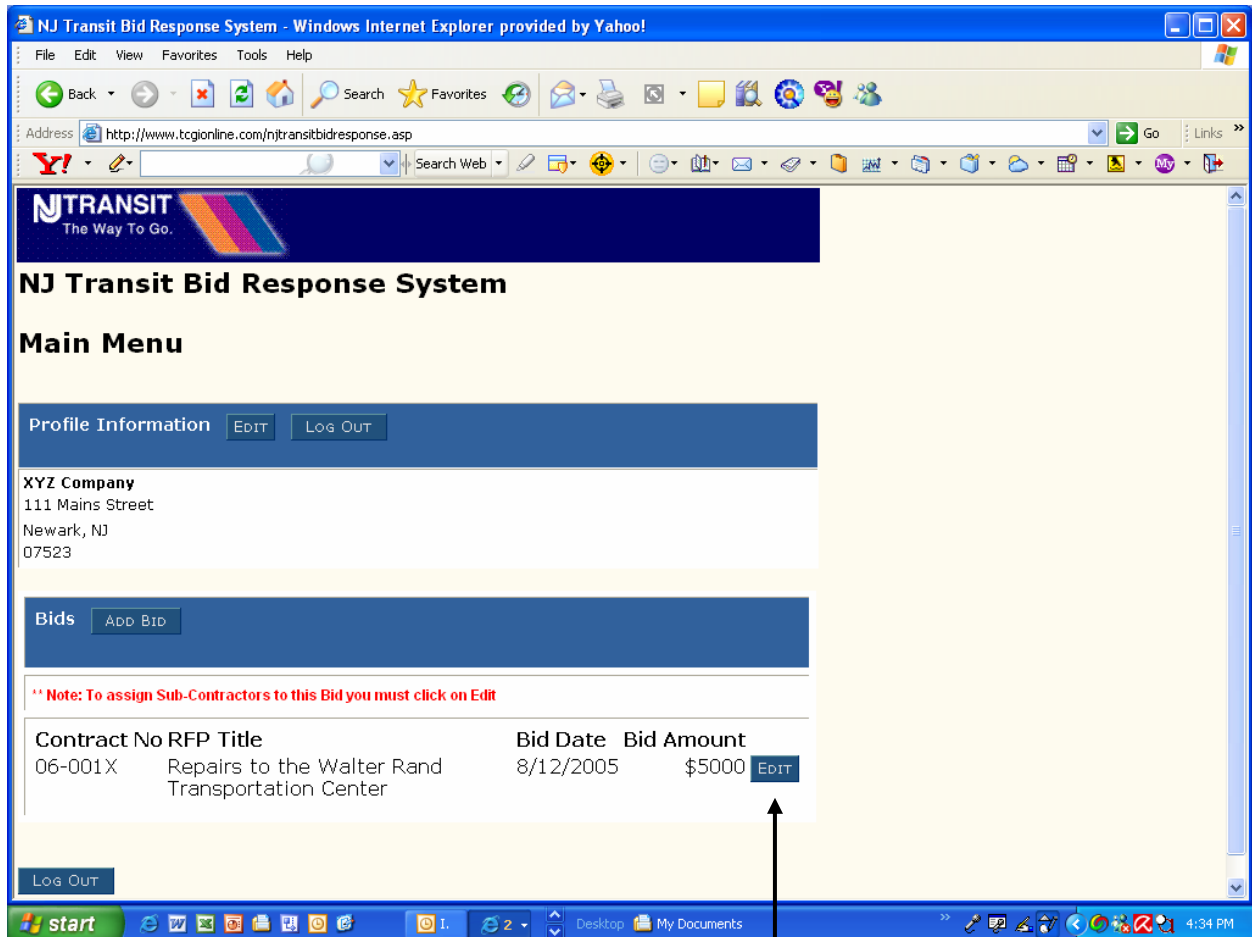
Enter Bid Date, RFP/IBP/CONTRACT and Bid Amount and then click on “ADD BID” button.

The screenshot shows the NJ Transit Bid Response System web application. The browser window title is "NJ Transit Bid Response System - Windows Internet Explorer provided by Yahoo!". The address bar shows the URL "http://www.tcgonline.com/njtransitbidresponse.asp". The page header features the NJ TRANSIT logo with the tagline "The Way To Go." and the title "NJ Transit Bid Response System". Below the header, the section "Add Bid" contains a form with the following fields and values:

Company Name	XYZ Company	
Certification No	10000	
Contact	John Doe	
Bid Date	08-12-2005	Select Date
RFP/IBP/CONTRACT	06-001X	
Bid Amount	5000	

Below the form, there is a red note: "Note: To assign Sub-Contractors to this Bid you must Add the Bid first." At the bottom of the form, there are two buttons: "ADD BID" and "CLOSE". A black arrow points to the "ADD BID" button.

Once the bid is added click on the "Edit" button to update and print the Federal Form A1



Click on the "Print A1 Form" button to print Federal Form A1.

