



# OcuBid – Free Online Bid Management Service

## Who is OcuSource

OcuSource is family of websites supplying critical resources to the blindness industry. Acting as a portal to the entire industry, OcuSource assists the consumers, agencies, organizations, and manufacturers with multiple online resources:

- **www.OcuSource.com** – Information, resource finder, news, new products for vision loss and blindness
- **www.OcuTrade.com** – Auctions for used low vision and blindness products
- **www.OcuBid.com** – Online bid management for agencies, organizations and corporate buyers
- **www.OcuTrack.com** – online visual acuity screening utility

## Why use OcuBid

- OcuBid is **FREE** to those who submit the bid opportunities
- **Eliminate the paperwork** associated with distributing bid opportunities
- Receive maximum participation and **best pricing** due to more competition
- Obtain bids on installation, training, adaptive devices, computers, and software



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## Summary of the OcuBid Processes

In just minutes, you can create an RFB, and have it viewed by dozens to hundreds

The general process from beginning to end

1. Begin a new RFB
2. Set the start and end date
3. The first page is general information about this RFB
4. The second page is the line item specifications
5. Post the bid (still available to review)
6. Publish the bid (now its out to the vendors)
7. Vendors are notified of your RFB via email
8. After the end date – no more bidding concludes
9. Log in and review the bids
10. Award the Winner
11. Winner is notified by email
12. Contact the winner to initiate purchase/requisition

**Request for Bids (RFB) List**

Filter: All RFBs Post RFB

RFB #	Title	Start	End	Status	# Bids	Action
<b>RFBs in Edit Mode</b>						
a;lkjfds	;aljkfd	06/02/04	07/01/04	Edit Mode	0	Edit   Delete   Publish
445121	Employee 99956	06/03/04	06/08/04	Edit Mode	0	Edit   Delete   Publish
776655	Statewide Purchase 4.01.04	06/05/04	06/08/04	Edit Mode	0	Edit   Delete   Publish
<b>ACTIVE AND AWARDED RFBs</b>						
9999999	Agency Update Purchase	05/22/04	06/08/04	Open	0	Terminate
7656523678	Arizona Department of Home Security	05/22/04	06/01/04	In Review	1	View Bids   Award   Terminate
vhb567	Client 111234	04/23/04	05/22/04	In Review	2	View Bids   Award   Terminate
4231231234	Client 111235	05/23/04	06/08/04	Open	1	View Bids   Terminate



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## Getting Started

Register as an RFB Submitter and Log in, then navigate your Account link

1. Enter your Company/Agency information
2. List your Company/Agency in the resource finder (optional)
3. Contacts
  - a. List who in your organization will work with bids
  - b. Assign rights to view, edit and post RFB's
4. Input text or documents (pdf, word doc's etc) that will be shown on all RFB's
  - a. Terms and conditions
  - b. Insurance
  - c. Shipping
5. Begin to create your first RFB

Account Management: Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help eFax

Back Forward Stop Home Search Favorites Media Recycle Bin Mail Internet Options

Address [https://www.ocusource.com/accounts/acct\\_mgmt.cfm](https://www.ocusource.com/accounts/acct_mgmt.cfm) Go Links

Y! Search Web Mail My Yahoo! Games Norton AntiVirus

OcuSource Home Quick Start Doctors Agencies Manufacturers Account Logout

Questions? Ask Pat  
Product Analyzer Tool  
Search and compare prices and features  
< Select a Category >  
Search

Setup Checklist

Account

- Summary
- Company
- Contacts
- Credit Card
- Terms & Conditions

Manage

- Auctions
- RFBs

Services

- Summary
- Advertising
- Sponsorships

Help

- Help Topics

ACCOUNT MANAGEMENT

Company DM State Department of Rehabilitation  
Address 1234 Demonstration Lane  
Address (line 2)  
City Metropolis  
State DM  
Postal Code 12345  
Country USA

Primary Phone # (555) 456-7890  
Secondary Phone # (555) 456-7888  
Fax #  
Web Site http://

Home Page Advertising and Site Sponsorship

Active Ads No Advertising Place an Ad -->  
Active Sponsorship No Sponsorship Become a Sponsor -->

Activity

RFBs Submitted 16 Manage Bids -->  
Active Auctions 0 Post an Auction -->

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## Creating a New RFB:

1. Click on Create a New RFB
2. The first page is information about the RFB
  - a. Set the start and end date of the RFB
  - b. Give the RFB a text description and a number for tracking purposes
3. Supply the delivery information
  - a. Client/end user name address etc.
4. Supply Delivery details (if any)
5. Select standardized documents (text files or documents previously loaded)
6. Supply insurance requirements (if any)
7. Supply any other information pertinent to this RFB
8. Click Next

OcuBid: Post Bid - Microsoft Internet Explorer

File Edit View Favorites Tools Help defax

Back Forward Stop Home Search Favorites Media Print Mail My Yahoo! Games Norton AntiVirus

Address: https://www.ocusource.com/ocubid/index.cfm?page=RFB&subpage=postRFB

Search Web Mail My Yahoo! Games Norton AntiVirus

OcuSource OcuTrade OcuBid OcuTrack

Post, bid, and win...

OcuBid Home Quick Start Doctors Agencies Manufacturers Account Logout

Questions? Ask Pat Product Analyzer Tool Search and compare prices and features

< Select a Category >

Search

RFB Posters

- ▶ Create New RFB
- ▶ View RFBs
- ▶ Register to Post

RFB Bidders

- ▶ View RFBs
- ▶ Subscribe to OcuBid

Free Online Demo

- ▶ More Information

OcuBid Help

- ▶ Help Topics

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Status: Inactive

General Information

Start Date: 6 / 2 / 2004 End Date: 7 / 1 / 2004

RFB Title: ID Number:

Primary Contact: Hannah Jones Commodity Codes:

To add RFB contacts to your account, go to Account Management and select Contacts.

Delivery Information

Deliver  days after receipt of order

Name: Hannah Jones

Address1: 1234 Demonstration Lane

Address2:

City: Metronolis

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## The Second Page is for Creating the Line Items on the Bid

1. There are multiple classification of line items
2. Create line items for
  - a. Hardware
  - b. Installation
  - c. Training
  - d. Other products
  - e. Accessories
  - f. Software
3. There is no limit to the number of line items on an RFB
4. After creating an item, either add another item, or
  - a. Save and publish
  - b. Save and hold for review



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## Bidding Begins

Once published, the RFB may now receive bids from vendors. Bidding continues until the date defined in the set-up of the RFB. Once the end date is met, vendors are not able to bid on that RFB.

## Awarding Bids

Once the bidding ends, simply open that bid, click AWARD, and select the winner, and the winner is notified by email.

RFB's are archived for future review.

Once the award has been completed, the Submitter then contacts the vendor to issue toe purchase order.

The screenshot shows a Microsoft Internet Explorer browser window displaying the OcuBid website. The address bar shows the URL: <https://www.ocusource.com/ocubid/index.cfm?page=RFB&subpage=award&step=2>. The website header includes the OcuBid logo and navigation links for OcuSource, OcuTrade, OcuBid, and OcuTrack. Below the header is a navigation menu with links for OcuBid Home, Quick Start, Doctors, Agencies, Manufacturers, Account, and Logout. The main content area is titled "Request for Bids (RFB) Award List" and displays a table with the following data:

RFB #	Title	Start	End	Status	# Bids
44341	Client 99034	05/28/04	06/02/04	Review	2

Below the table, there is a detailed view of the bids for RFB # 44341:

#	Bidder	Primary Contact	Bid	Award
1	High Tech Sight	Bill Hathaway	View	<input type="radio"/>
2	Vision Products USA	Mark Bloom	View	<input checked="" type="radio"/>

At the bottom right of the table, there is an "Award" button. The website footer includes the text "Copyright © 2004 Ocusource.com" and "This site sponsored by:".