

# AAA PRASA DATA BID Online Information System

## User Manual Participants

## Objectives

- Provide the potential bidder a guide to carry out the following actions:
  - Accessing the Online PRASA-DATA-BID System
    - Guest
    - Participant (has an assigned username and password)
  - Changing your password
  - Accessing a project
  - Submitting questions
  - Downloading documents
  - Technical Support for the PRASA-DATA-BID System

## **Access Levels**

- **Guest** – Users without a username and password will be regarded as guests. This role has limited access to the project information. It will be able to see general information and public documents, such as public announcements or invitations, pre-bid or orientations, site-visit, and bid opening dates or submission dates.
  
- **Participant** – Users with a username and temporary password provided by the system administrator. This role has access to all project information available for the projects the participants has gain access.

## **User Accounts**

- There will be one (1) account per company, which will be created by the system administrator.
- The username for the account will correspond to the e-mail provided for such account. Ideally, the authorized representative should have access to such e-mail account.
- The username and password will be sent to the e-mail previously provided.
- The bidder who has interest in participating in other bid processes can use the same account. However, access to the other project will be provided after registering with the Puerto Rico Aqueduct and Sewer Authority (PRASA).

## First Step:

In you browser, go to:  
<http://aaasubastas.com>



## Second Step:

Go to Subastas Link:

Enter username and password to login

Your username and password was sent to you by e-mail

A screenshot of a web form titled 'User login'. The form is set against a light blue background. At the top left of the form area is the AAA logo. The form contains two input fields: 'E-mail:' with a yellow asterisk and a 'Password:' with a yellow asterisk. Below the password field is a 'Log in' button. At the bottom of the form, there is a radio button next to the text 'Request new password'. The top right of the page shows the text 'Autoridad' and 'GOB'.

## Changing your password

The image shows a user profile page for 'username'. On the left is a navigation menu with options: My Profile, My Projects, All Projects, About, Contact us, FAQ, and Log out. A red box with the number '1' is next to 'My Profile', with a callout bubble saying 'Click on My Profile'. A blue arrow points from this menu to the main profile area. In the main area, there are 'View' and 'Edit' tabs. A red box with the number '2' is next to the 'Edit' tab, with a callout bubble saying 'Click on the Edit tab'. The profile form contains the following fields:

- Account information**
- Username: \*** (input field containing 'username', with a note: 'Spaces are allowed; punctuation is not allowed except for periods, hyphens, and...')
- E-mail address: \*** (input field containing 'username@domain.com', with a note: 'A valid e-mail address. All e-mails from the system will be sent to this address... receive certain news or notifications by e-mail.')
- Password:** (input field)
- Confirm password:** (input field)

A red box with the number '3' is next to the 'Password' field, with a callout bubble saying 'Type in your new password'. At the bottom of the page, a red box with the number '4' is next to a callout bubble saying 'Click the Save button at the end of the page.' Below the form, there is a note: 'To change the current user password, enter the new password in both fields.'

# Navigation Menu

## username

- ▶ My Profile
- My Projects
- All Projects
- About
- Contact us
- FAQ
- Log out

View projects in which you are participating

Contact Us for technical support or feedback

View all projects in the system

View the Frequently Asked Questions

View reference documents, such as the user manual

## Utilities

- Reference Documents



## Access a Project

**My Projects**

Below are the projects that you have access to.

**Click on My Projects**

If you have access to several projects, you can search among them.

**1**

username

- ▶ My Profile
- My Projects
- All Projects
- About
- Contact us
- FAQ
- Log out

**Utilities**

- Reference Documents

**Bid Number**

**Project Name**

**Project Number**

**Project Manager**

**Sponsoring Agency**

**Estimated Cost between:**

**And:**

Bid Process Number	Project Number	Project Name	Contract Number	Estimated Cost	Project Status	Municipality
2011	2011-01-01	Example Project				San Juan

**2**

**Click on a project name to access**



# View Project Information

Project: 2011 - Example Project

**Project Description**  
Example Project for creating Bid Forms

**Bid Process Number:** 2011

**Sponsoring Agency:** [Autoridad de Acueductos y Arcantarillados](#)

**Project Status:** Procurement

**Project Location**

**Address:**  
San Juan, PR

**Qualification Type:** Open to everyone

**Announcements**  
There are no announcements for this project.

You might see more information, depending on what data is available.

# Participant Actions

These are the actions available to you, as a participant.

1

Click on Ask a Question

## Participant Actions

- Ask a Question
- View My Questions
- View Documents
- View Public Notices
- View Meetings
- View Announcements

4

Add any documents that your question references.

2

Identify the question as RFI and assign a number according to the quantity of questions you have asked.

You must submit only one question per box.

3

Type or copy and paste your question into this text box.

5

Click the Save button at the end of the page.

Create Question

Title: \*

RFI 1

Question:

Source

Full question goes here.

File(s):

Choose File No file chosen  
Maximum Filesize: 1536 MB  
Allowed Extensions: pdf jpg jpeg p

# View Questions

**Participant Actions**

- Ask a Question
- View My Questions
- View Documents
- View Public Notices
- View Meetings
- View Announcements

Click on View My Questions

1

The final answer for your questions will appear in an addenda. You will be notified by e-mail when a new addenda is available.

Unanswered questions will be under the default tab.

Answered questions will be under this tab

Questions for 2011 - Example P

username's Questions My Answered Questions

User: username

User	Organization	Post date	Title	Question	Addenda
username		12 May 2011 - 9:04am	RFI 1	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque eget nunc at...	Question Example

2

Addenda Answer file link will appear here

Click on a title to view a question completely

3



## View Documents

Types of documents provided for a project:

- Drawings
- Specifications
- Permits
- Addendum
- Reference Documents
- Instructions to bidders
- Other

**Bidder Actions**

- Ask a Question
- View My Questions
- View Documents
- View Public Notices
- View Meetings
- View Announcements

**1** Click on View Documents

Click to acknowledge receipt of document

**2** Documents are categorized within the tabs

**3** Click on a filename to download the file

Date	Title	Type	File(s)	Size	Receipt
08/19/2011	Addendum_1	Addenda	12-SP-001-NAGUABO-RIO BLANCO -ACUSE DE RECIBO 1.PDF	30.68 KB	Mark as Received
08/19/2011	Addendum_1	Addenda	12-SP-001-DESIGN AND BUILD SEDIMENTATION-RIO BLANCO ADDENDUM 1.PDF	20.81 KB	Mark as Received

# Document Receipt

Bidder must acknowledge receipt and viewing of documents

Click on link to acknowledge receipt of document

Date	Title	Type	File(s)	Size	Receipt
08/19/2011	Addendum_1	Addenda	 12-SP-001-NAGUABO-RIO BLANCO -ACUSE DE RECIBO 1.PDF	30.68 KB	<a href="#">Mark as Received</a>
08/19/2011	Addendum_1	Addenda	 12-SP-001-DESIGN AND BUILD SEDIMENTATION-RIO BLANCO ADDENDUM 1.PDF	20.81 KB	<a href="#">Mark as Received</a>

1

2

## Create Validate Documents

**Document:**

Addendum\_1

**Acknowledgement of receipt:**

I hereby certify receiving this document.

Select acknowledgement of receipt and click "SAVE"

## Validated Document: Project: - Document: Addendum\_1

Fri, 01/13/2012 - 12:05pm — arivera

**Document:**

Addendum\_1

**Acknowledgement of receipt:**

I hereby certify receiving this document.

**File:**

12-SP-001-NAGUABO-RIO BLANCO -ACUSE DE RECIBO 1.PDF

3

Confirmation of acknowledgment of document will be saved in the system.

# View Public Notices

## Bidder Actions

- Ask a Question
- View My Questions
- View Documents
- View Public Notices
- View Meetings
- View Announcements

1

Click on View Public Notices

2

Click on a filename to download the file

## Public Notices

Public Bid

Public Notice	Date	Media	Page	File	File Description
Public Notice	Thu, 05/12/2011	El Nuevo Día	123	 Example	Example

# View Meetings

**Participant Actions**

- Ask a Question
- View My Questions
- View Documents
- View Public Notices
- View Meetings
- View Announcements

**1** Click on View Meetings

Click on a bar to view the corresponding meeting

**2** Meetings are categorized within the tabs

**Project Calendar**  
May 2011

M	T	W	T	F	S	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

View more

**Project Meetings**

Project Calendar **Pre-Bid** Site Visit Bid Opening

Meeting	Date	Location	Compulsory	Meeting held	Memo	Minutes	Attendance List
Pre-Bid Meeting	16 May 2011 - 3:00pm - 5:00pm		yes	yes		Minutes - Example	Attendance List - Example

**3** Click on a filename to download the file

# Technical Support

username

- ▶ My Profile
- My Projects
- All Projects
- About
- **Contact us**
- FAQ
- Log out

Click on Contact us

1

Home

## Contact Us

Wed, 05/25/2011 - 9:16am — gzeno

You can leave a message using the contact form below.

Type your complete name

2

Your name: \*

Position in Organization: \*

Organization: \*

Your e-mail address: \*

Telephone: \*

Fax: \*

Select assistance or Register

3

Subject: \*

Category: \*  
- Select -

Message:

Type your message

4

Send

5

Submit