

a). Registration for ProjNet Bidder Inquiry Access

If not already registered, go to Entering Bidder Inquiries in ProjNet Bidder Inquiry System below.

1. From the ProjNet home page linked above, click on **Quick Add** on the upper right side of the screen.
2. Identify the Agency. This should be marked as **USACE**.
3. Key. Enter the **Bidder Inquiry Key**.
4. Email. Enter the email address you would like to use for communication.
5. Click Continue. A page will then open saying that a user account was not found and will ask you to create one using the provided form.
6. Enter your First Name, Last Name, Company, City, State, Phone, Email, Secret Question, Secret Answer, and Time Zone. Make sure to remember your Secret Question and Answer as they will be used from this point on to access the ProjNet system.
7. Click Add User. Once this is completed you are now registered within ProjNet and are currently logged into the system.

b). Entering Bidder Inquiries in ProjNet Bidder Inquiry System

1. For future access to ProjNet, you will not be emailed any type of password. You will utilize your Secret Question and Secret Answer to log in.
2. From the ProjNet home page linked above, click on **Quick Add** on the upper right side of the screen.
3. Identify the Agency. This should be marked as **USACE**.
4. Key. Enter the **Bidder Inquiry Key** listed above.
5. Email. Enter the email address you used to register previously in ProjNet.

6. Click Continue. A page will then open asking you to enter the answer to your Secret Question.
7. Enter your Secret Answer and click Login. Once this is completed you are now logged into the system.
8. Follow online screen instructions to enter specific bidder inquiries for the project.

c). The Bidder Inquiry System will be unavailable for new inquiries after the date shown in paragraph above (Requests for Information) in order to ensure adequate time is allotted to form an appropriate response and change the solicitation, if necessary.

d). Offerors are requested to review the RFP in its entirety, review the Bidder Inquiry System for answers to questions prior to submission of a new inquiry.

e). The ProjNet call center operates weekdays from 8AM to 5PM U.S. Central Time Zone (Chicago). For questions and comments please call the Help Center 1-217-367-3273 or 1- 800-428-HELP (4357) or e-mail staff@projnet.info.