

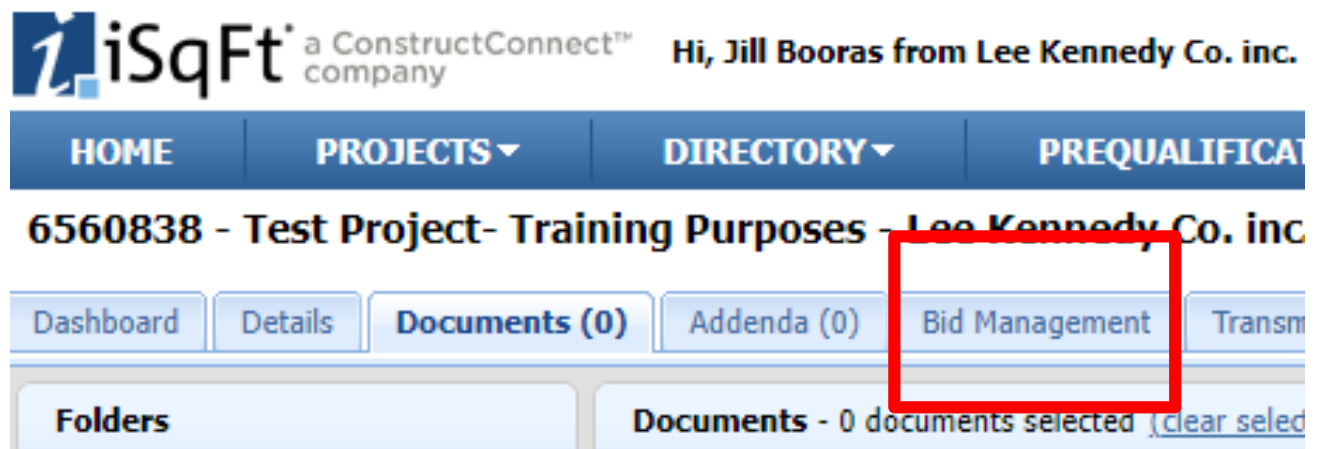
# Module 5:

## Selecting Subcontractors

### 1- Adding Subcontractors

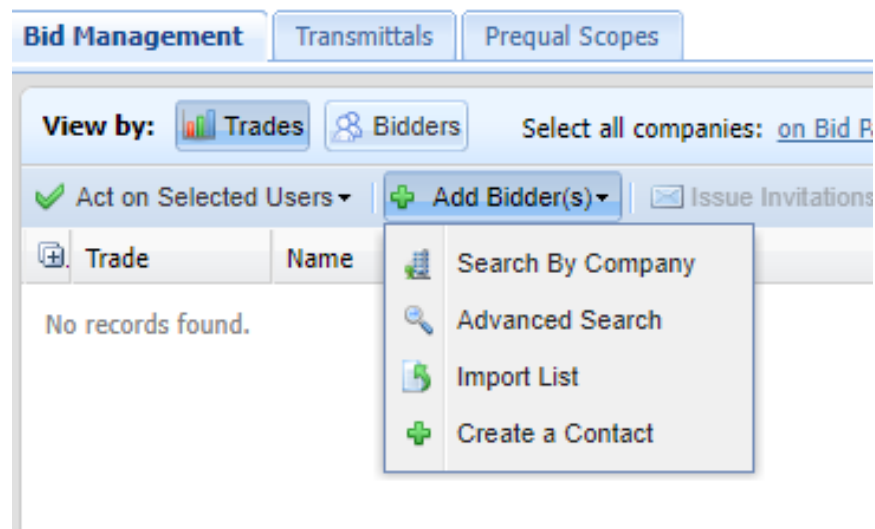
**\*NOTE-** Confirm subcontractors with the Lead Estimator for the project

- Click on the “Bid Management Tab”



### 2- Adding Subcontractors

- Click “+ Add Bidders” and “Search by Company”



# Module 5:

## Selecting Subcontractors

### 3- Adding Subcontractors

- Use the treeview on the left-hand side to search “Company Name”
- Click “Apply”

**Search Criteria**

**Company/Contact Search**

Company Name:

First Name:

Last Name:

Phone/Fax/Mobile Number:

### 4- Adding Subcontractors

- Check the box to choose a subcontractor
- Click “Assign to Package”

**Search By Company** [Search Tips](#)

	Company Name	F...	Contact Name
	[Allegheny](#)		[William Labo](#)
	[Allegheny Advisors LLC](#)		[Ernest Rosato](#)
	[Allegheny Air Conditioning Corporation](#)		[Oskar Sepulveda](#)
	[Allegheny Commercial Roofing](#)		[Allen Miller](#)
	[Allegheny Construction Co., Inc.](#)		[John Douthat](#)
	[Allegheny Construction Group](#)		[Laura Deklewa](#)
	[Allegheny Construction Group, Inc.](#)		[Domenic Poiche](#)
	[Allegheny Construction Group, Inc.](#)		[Anne Geraud](#)
	[Allegheny Construction Specialties](#)		[Joshua Knight](#)

# Module 5:

## Selecting Subcontractors

### **\*NOTE**

Lee Kennedy Company employees should be added in the following order:

- **Allan Fiddes**
- **Lead Estimator**
- **Estimators working on the project (Alphabetically by last name)**
- **Steve Crane**
- **Evan Picco**
- **Assistant Estimator**
- **Co-ops**

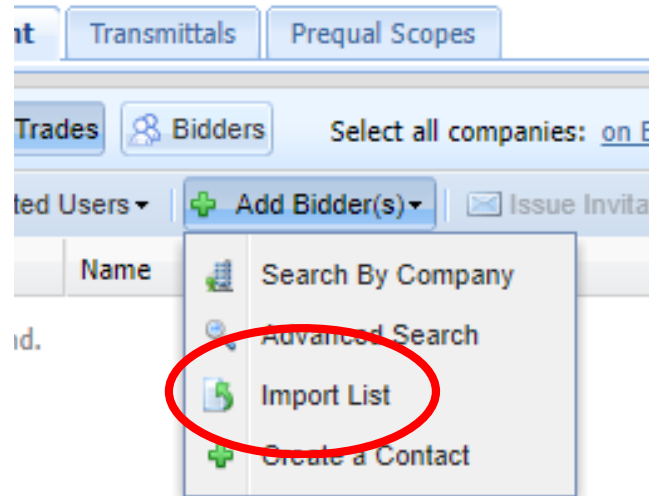
# Module 5:

## Selecting Subcontractors

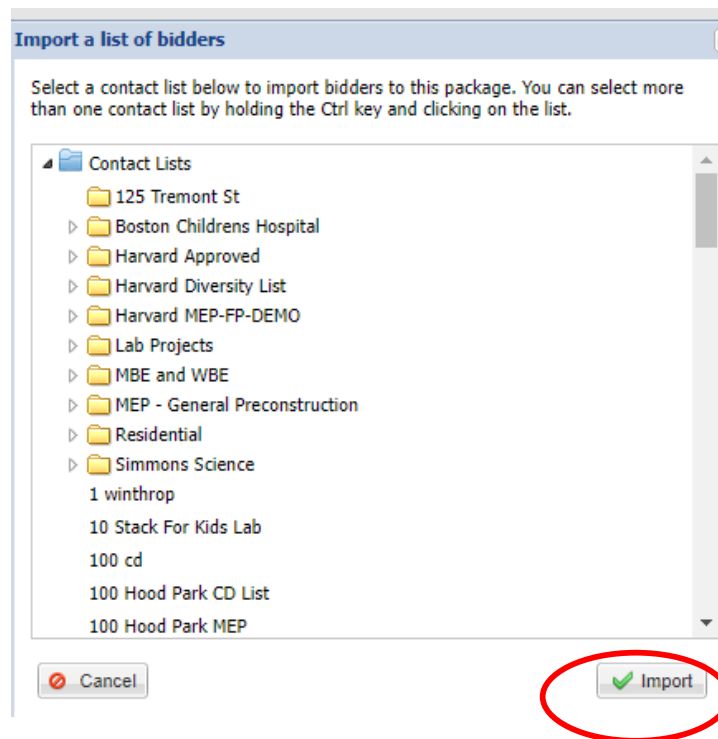
### \*NOTE

If an estimator has previously created a contact list for a project, you can import that list

- Click on “Bid Management”-->”+ Add Bidders”-->”Import List”



- Select the list and click “Import”

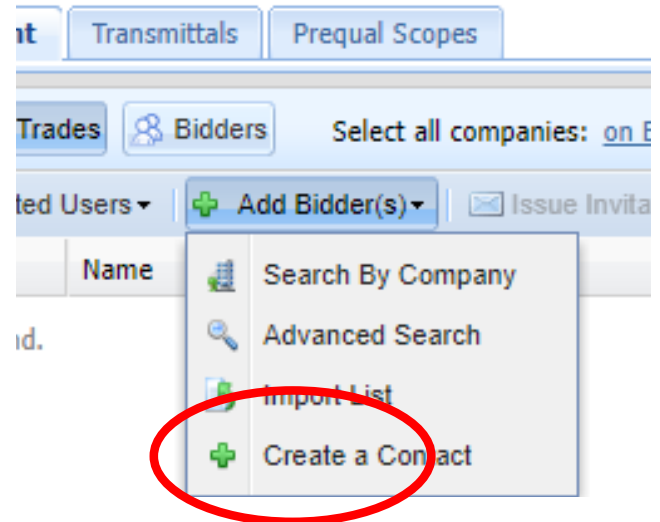


# Module 5:

## Selecting Subcontractors

### \*NOTE (Continued)

- If this is a new subcontractor who is not in the directory or the iSqFt directory, click “Create a Contact”
- Click on “Bid Management”-->“+ Add Bidders”-->“Create a Contact”
- A new screen will open. Input the subcontractor’s contact email and click “Next”



- A new screen will open. Input the subcontractor’s contact email and click “Next”

**Create a Contact**

We need to check to see if your contact already exists in your private directory or in the iSqFt network. Enter an email address or a fax number below to get started.

**Enter an Email Address or Fax Number**

\* Email Address:  or \* Fax Number:

Phone Number (optional):

Cancel

- A new screen will open. You can either select a contact in the iSqFt directory or enter the subcontractor’s information. You must fill out the trade and service area. If the service area is not known then add a radius of 50 mile

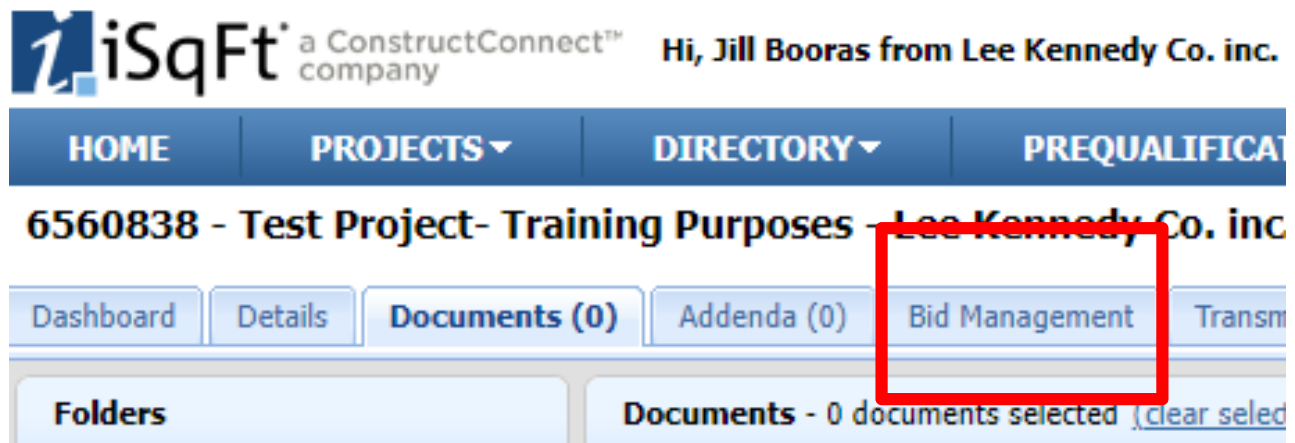
# Module 5:

## Selecting Subcontractors

### 1- Adding Multiple Subcontractors

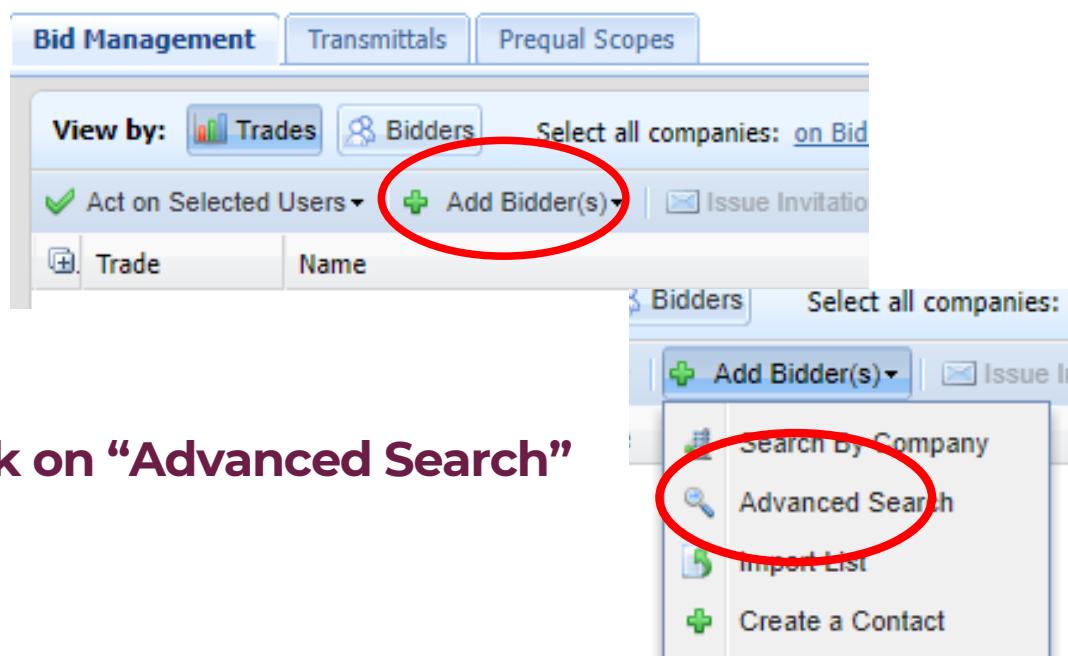
**\*NOTE-** Confirm subcontractors with the Lead Estimator for the project

- Click on the “Bid Management Tab”



### 2- Adding Multiple Subcontractors

- Click on “+ Add Bidders”



- Click on “Advanced Search”

# Module 5:

## Selecting Subcontractors

### 3- Adding Multiple Subcontractors

- A new screen will open, make sure the “Public” box is unchecked

Advanced Matching Bidders Search [Search Tips](#)

Search | Save Search | Choose a Saved Search

Advanced Search allows you to search across a wide range of detailed information on bidders in your directory and the ISqFT Netw

Group Results By

Trade  
 Company

Directory

Private  Public

### 4- Adding Multiple Subcontractors

- Under “Location” click on “Add Surrounding Counties”

Location

Project County: MA - Norfolk

[Add Surrounding Counties](#)

MA - Norfolk

- Search by inputting the zip code of the project
- Click, “Apply”

1 Search for counties

Adding counties to the search criteria will include vendors that have indicated they will work in those counties, but does not look at the vendors' physical locations. More information [here](#).

Project County: MA - Norfolk

By Zip Code: Counties within  miles (up to 350) of zip code:

or

By Country:  and By State/Province:

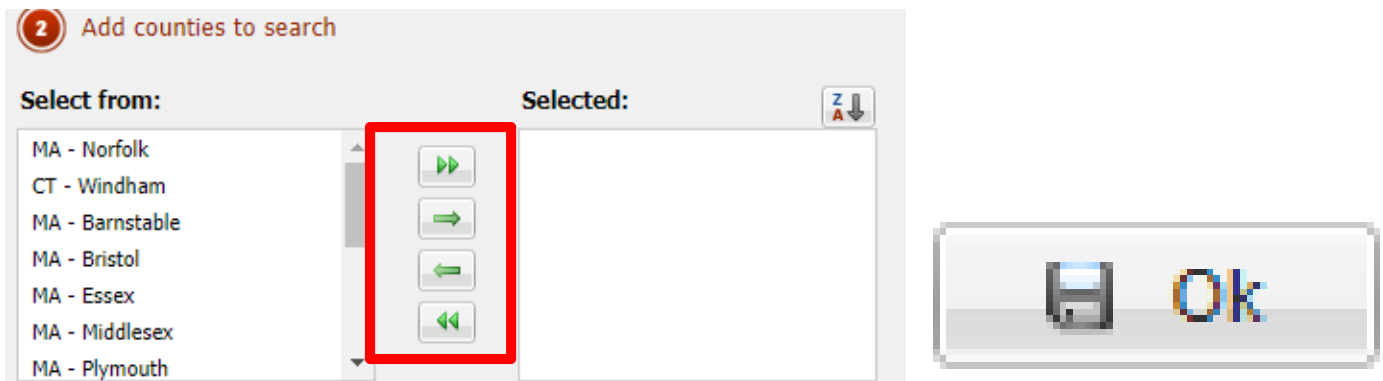
# Module 5:

## Selecting Subcontractors

### 5- Adding Multiple Subcontractors

- Under “Add counties to search” double-click the county you’d like to search. Use the arrows to move the counties from the “Select from” to the “Selected” box.

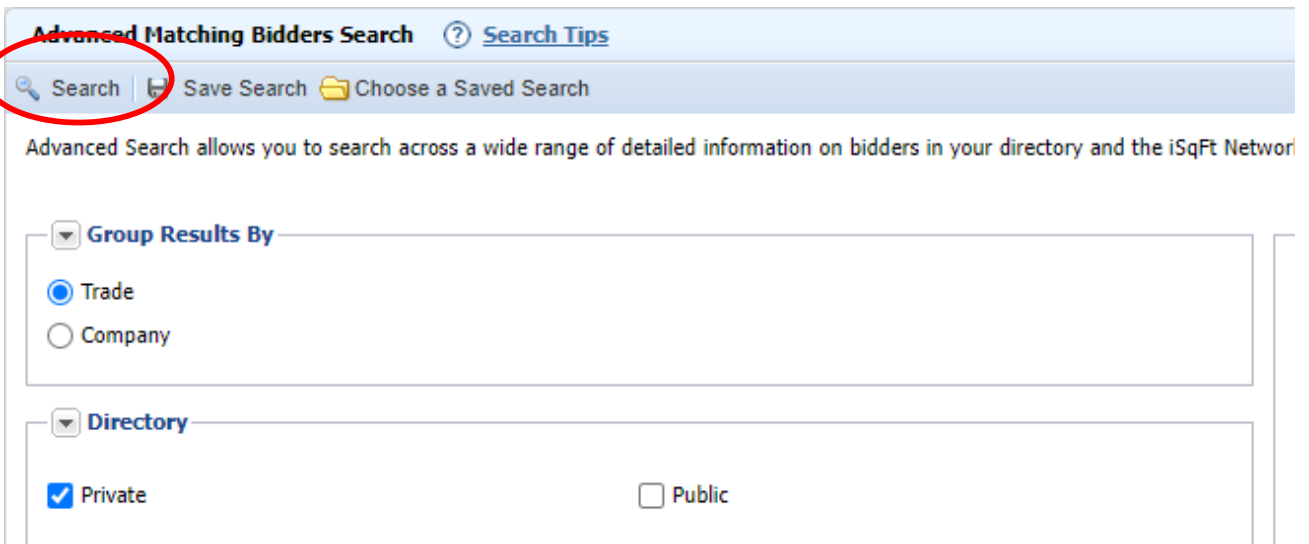
- Click “OK” when done



### 6- Adding Multiple Subcontractors

\*You will be directed back to the main search page

- Click “Search” in the top left-hand corner of the screen





# Module 5:

## Selecting Subcontractors

### 7- Adding Multiple Subcontractors

\*This will bring up a search sorted by trade where you can select the sublist given by the lead Estimator on the project

- Check the box next to the subcontractor category
- Click “Assign to Package”

