

# Invite Bidders

## Summary

Invite subcontractors to submit bids on your project's bid packages directly in BuilderPal. This is the primary way to collect competitive proposals, control visibility, and start bid conversations.

## How-To Video

[https://www.youtube.com/embed/UYZ\\_ryTGEME?si=fljxZkVffZXdhfKy](https://www.youtube.com/embed/UYZ_ryTGEME?si=fljxZkVffZXdhfKy)

## Prerequisites

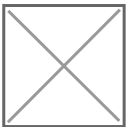
- An active project in BuilderPal
- A bid package (existing or new)
- Role: Admin, Team Business Manager, or Team Project Manager

## Steps

1. **Open your project** — Navigate to the project you want to send bids for.



2. **Go to the Bidding section** — Click **Bidding** in the left navigation menu.



3. **Open or create a bid package** — Click an existing bid package or click **New** to create one.



4. **Reach the Invite bidders step** — Continue through the bid package steps until you arrive at **Invite bidders**. Use the search bar to find existing contacts or click **Add new contact** to create one on the fly.



5. **Add or import bidders and release** — Select contacts, use the **BuilderPal AI helper** (CSV, document, or pasted text) if needed, review settings, then click **Release for bids** (or save & publish).



6. **Alternative: Start from Subcontractors page** — From the project menu, click **Subcontractors**.



7. **Select a trade and invite** — Click the desired trade slot → **Create Bid Package** or **Assign Bid Package** → proceed to **Invite bidders** and add contacts the same way as above.



8. **Invitations sent** — Once the package is released, selected bidders receive email and in-app notifications and can view the package immediately.



## Confirmation

The bid package shows as “Released” and invited bidders appear in the bidders list with a “Invited” status. They receive an email and in-app notification and can access the package right away.

## FAQ

### Can I add a subcontractor who isn't in my contacts yet?

Yes — click **Add new contact** directly in the Invite bidders section or see [Invite Contacts](#) for details.

### Can I import many bidders at once?

Yes — use the **BuilderPal AI helper** button to upload a CSV, PDF, or paste text; it will extract and add contacts automatically.

### Do invitations go out automatically?

Invitations are sent only when you **Release for bids** (or save & publish). You can edit the list until the package is released.

### Do bidders need a BuilderPal account to receive the invitation?

No — they will receive an email invite and can sign up or log in when they click the link.

## Related Articles

- [Invite Contacts](#)
  - [Create a Bid Package](#)
  - [Release a Bid Package](#)
  - [View & Compare Bids](#)
  - [Award a Contract](#)
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