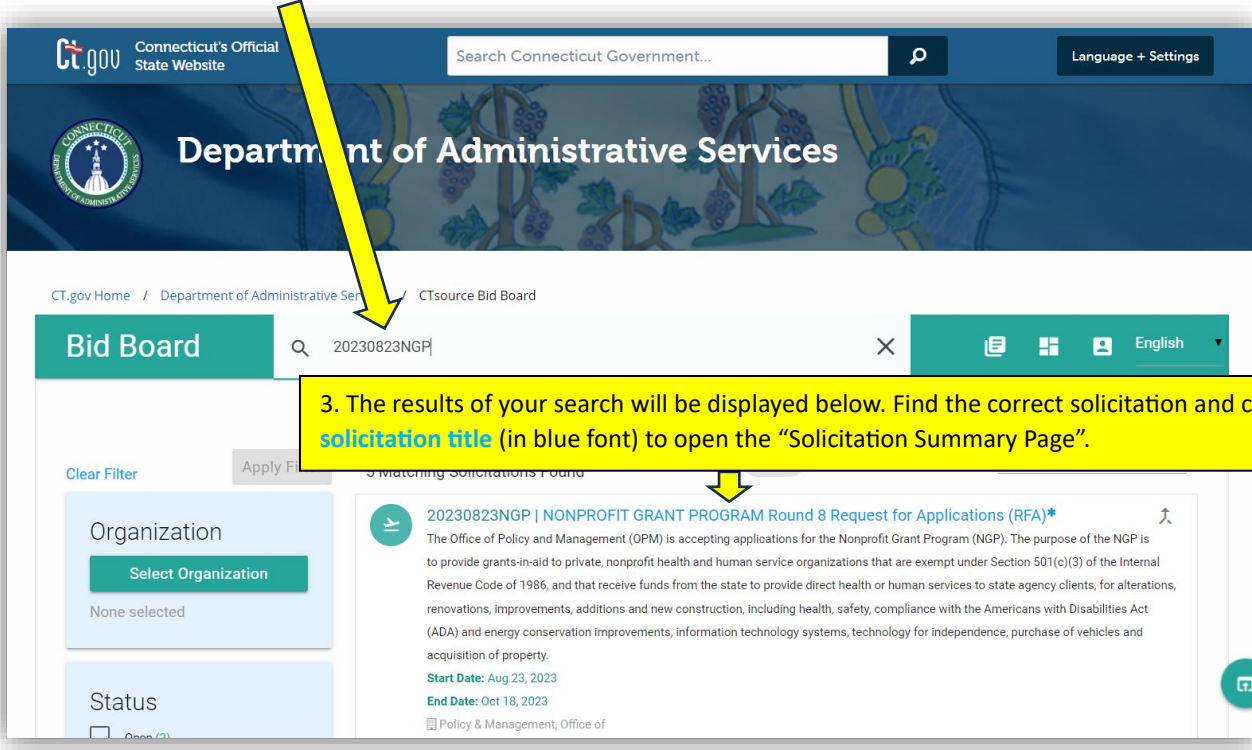


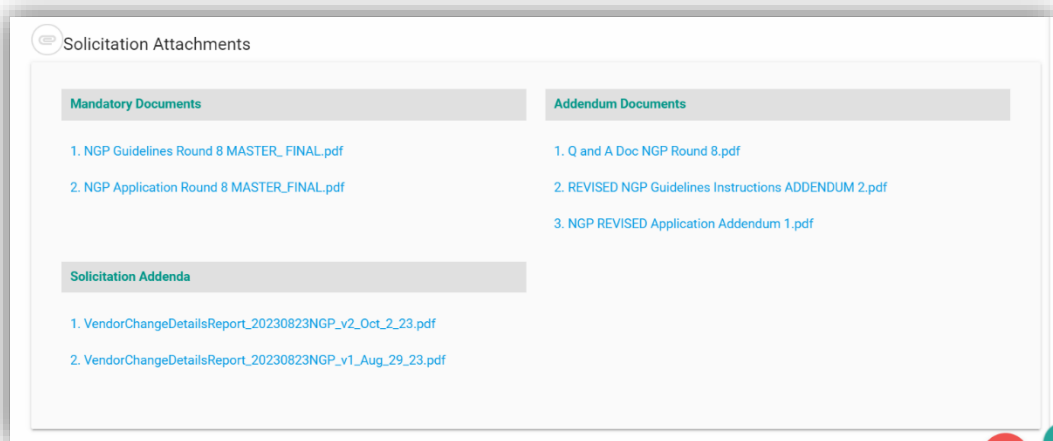
How to find, view and download solicitation documents on the CTsource Bid Board

1. Go to: [CTsource Bid Board](#)
2. Enter the name or number of the solicitation (or relevant key words) in the “search” box. In the example below we used the solicitation number.

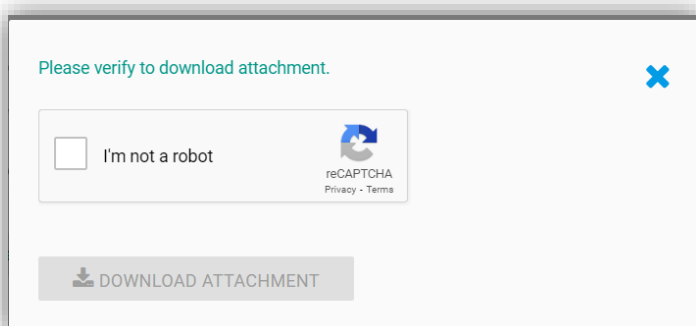


4. Once on the “Solicitation Summary Page”, scroll down to the “Solicitation Attachments” section to find:
 - Mandatory Documents
 - Addendum Documents
 - Solicitation Addenda

An example of what the “Solicitation Attachments” section looks like is below.



When you click on any of the document links in the “Solicitation Attachments” section you will be prompted to check off the box “I’m not a robot”. Once you have checked off the box, you will be able to click the “DOWNLOAD ATTACHMENT” button, and the document will be downloaded.



If you do not know the specific name or number of a solicitation, or if you want to search for solicitations by using key words, it is recommended to use the following filters: Organization, Status, Bid Type, and/or Commodities, to narrow your search results. For additional guidance please review the [CTsource-Bid-Board-Guide.pdf](#).