



AGCMO
MISSOURI CHAPTER
THE CONSTRUCTION ASSOCIATION

How to Submit a “Request for Proposal – Notice to Bidders” Form on the AGCMO Website

(Last updated 6-28-2024)

From start to finish, this project submission process should only take 10-12 minutes for new users. For returning users, the timing should be closer to 6-8 minutes. Member recipients will start getting an email about your project within minutes of you hitting the save button to submit the details.

Step 1 – Find Our Website: Go to www.agcmo.org. On that page, choose the “Find a Member/Submit an RFP” link in the upper right hand corner.

The screenshot shows the AGCMO Missouri Chapter website. At the top, there is a navigation bar with the AGCMO logo and the text 'MISSOURI CHAPTER AGC 2020 CHAPTER OF THE YEAR'. Below the logo is a navigation menu with links: ABOUT US, ADVOCACY, CAREER DEVELOPMENT, EVENTS, MEMBERSHIP, MEMBER RESOURCES, SAFETY, MY COMMUNITIES. In the top right corner, there are social media icons (Facebook, Twitter, LinkedIn, YouTube) and links for 'Create Account', 'Cart', and 'Sign In'. A search bar is also present with the text 'Keyword Search'. An orange arrow points to a link labeled 'Find a Member/Submit an RFP' in the top right corner. Below the navigation is a large banner for 'AGC 2020 CHAPTER OF THE YEAR' featuring a trophy and the text '2020 Chapter of the Year'. Below the banner is an 'Events' section with a sub-menu: All Events, Networking Events, Professional Development, Safety Courses. The 'Events' section displays a grid of event cards, including: Construction Quality Management for Contractors..., AGCMO Speaker Series-Feb 11, Confined Space Competent Person Entry Training, Webinar: Understanding the New SLDC Economic Development, BIM Unit 1: An Introduction To Building..., Leaders & Legends - CLC Speaker Series, Excavation Competent Person Training, and Safety & Health Forum - Feb 22.

Step 2 – Review the Intro. & Make a Choice: On the next page, view the right hand column introduction data. Select the proper blue button as a new user (Create Account) or a returning user (Create New Submission).

The screenshot shows the AGCMO Missouri Chapter website. The header includes the AGCMO logo, navigation links (ABOUT US, ADVOCACY, CAREER DEVELOPMENT, EVENTS, MEMBERSHIP, MEMBER RESOURCES, SAFETY, MY COMMUNITIES), and social media icons. A search bar is located in the top right. The main content area is divided into two columns. The left column is titled 'INDIVIDUAL MEMBER SEARCH' and contains a search form with fields for 'Company starts with', 'State/Province', 'City starts with', 'CSI Code', 'NAICS Code', and 'Occupational Division'. The right column is titled 'SUBMIT A "REQUEST FOR PROPOSAL - NOTICE TO BIDDERS" FORM' and includes an introductory text and two buttons: 'NEW USERS CREATE ACCOUNT' and 'RETURNING USERS CREATE NEW SUBMISSION'. An orange arrow points to these buttons.

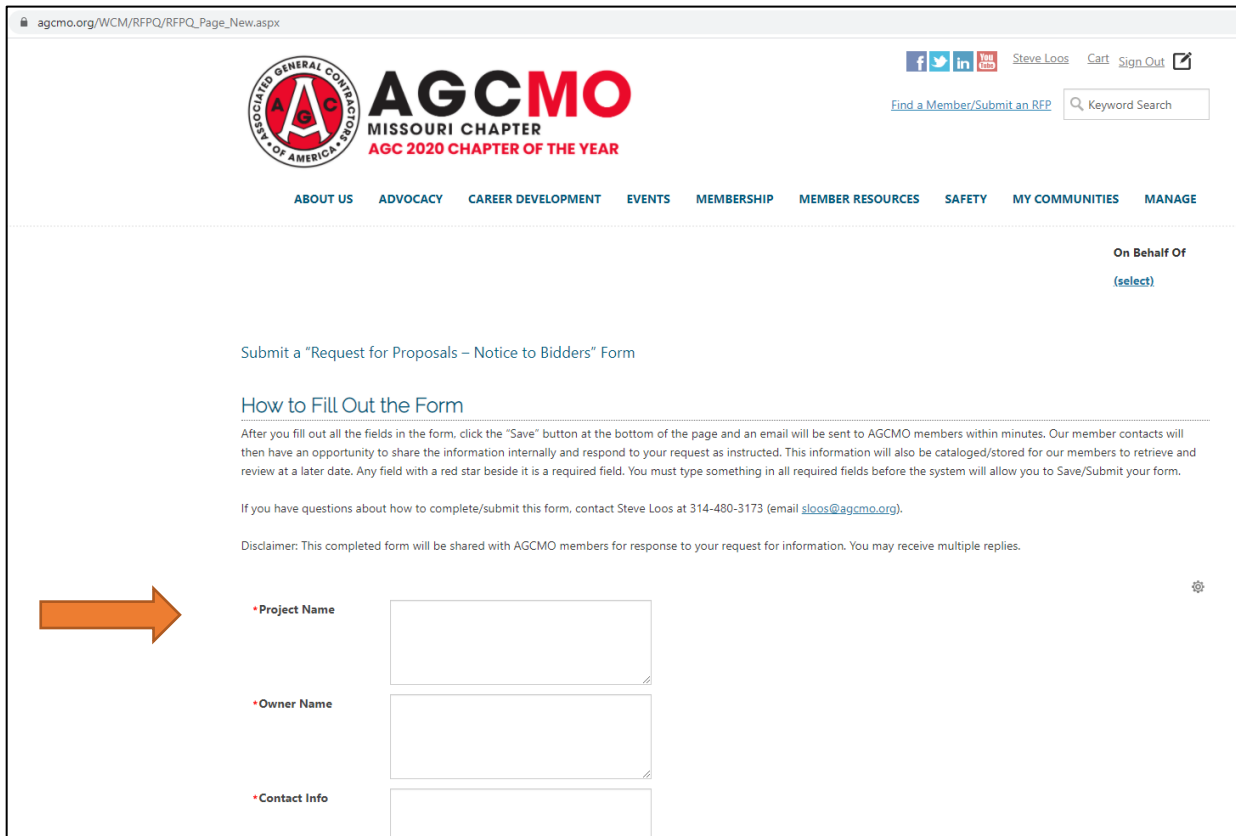
Step 3A – Become a New User: Create an account by following the directions on this page. If you experience problems during this step, please reach out to Stephanie Riden on the AGCMO team at 314-480-3172 or sriden@agcmo.org. NOTE: Once you create your account profile, you must log-in and select the link on the page to be taken to the “Create a Submission” page.

The screenshot shows the 'Create an Account Step 1' page on the AGCMO Missouri Chapter website. The header is identical to the previous screenshot. The main content area is titled 'Submit an "RFP - Notice to Bidders" Form That Goes to Hundreds of our Members'. It provides instructions on how to create a web user account and includes a form for creating an account. The form fields are: 'First name', 'Last name', 'Suffix' (with a dropdown menu set to '(None)'), and 'Informal name'. An orange arrow points to the 'Create an Account Step 1' heading.

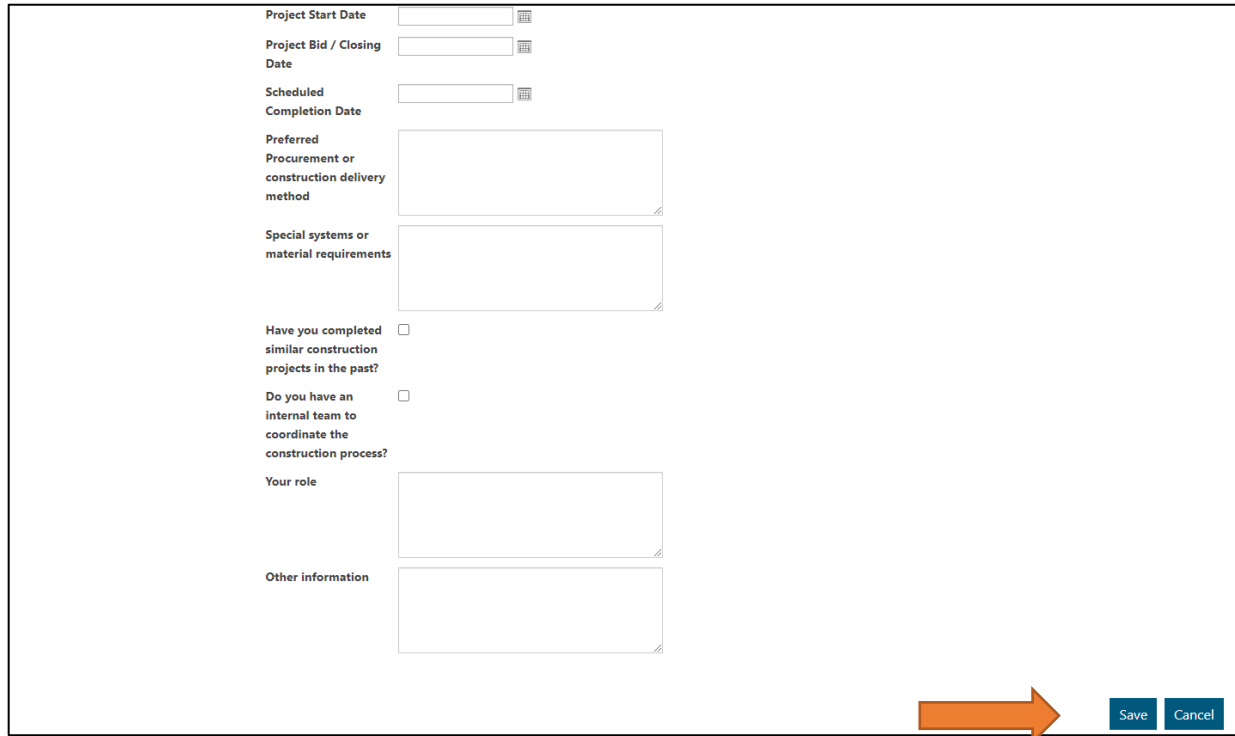
Step 3B – Log-in as a Returning User: Once you click the blue “Create a Submission” button, you must log-in to your website profile. NOTE: Once you log-in, click the link shown on this page to be taken to the next page where you can create your new submission.



Step 4 – Enter Your Project’s Data: Review the options and enter all your project’s data in the appropriate fields. At a minimum, please be sure to enter pertinent data in the mandatory fields. NOTE: You can copy/paste data here and include website links. Some fields do have maximum character limits.



Step 5 – Save & Submit: Once you’ve entered all the data you can, click the “Save” button at the bottom of the page. This will automatically send your submission to all subscribing AGCMO members via email. At the same time, this submission will be stored in a member-only website library so our member contacts getting the emails can share it with their team members at a later date as needed.



The screenshot shows a web form for project submission. It includes several input fields and checkboxes:

- Project Start Date:
- Project Bid / Closing Date:
- Scheduled Completion Date:
- Preferred Procurement or construction delivery method:
- Special systems or material requirements:
- Have you completed similar construction projects in the past?:
- Do you have an internal team to coordinate the construction process?:
- Your role:
- Other information:

At the bottom right, there are two buttons: "Save" and "Cancel". An orange arrow points to the "Save" button.

Thanks for your interest in using this notification service! We hope you find this option to be helpful as you finalize plans for your next project.