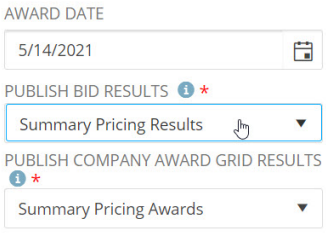
Keeping PennBid Users informed of the latest features and functionality.

PennBid Pointers

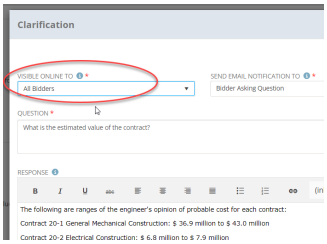


Awarding Bids in PennBid

The final step associated with your project in PennBid is to populate the details related to the award. This ensures the project is appropriately closed out and promotes transparency of the completed bidding process.

Awarding your project accurately is extremely important. Awarding bids disables the visibility of bid results. So, to ensure the details of your award are captured fully and displayed publicly, see the tutorial on AWARDING BIDS.

AWARDING BIDS

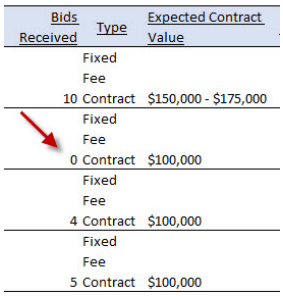


Answering Bidder Clarifications

Responding to questions from bidders via the "Clarifications" tab dramatically enhances your ability to provide uniform, consistent messaging to potential bidders.

When doing so, remember that you must set the "VISIBLE ONLINE TO" field to "All Bidders" for your responses to be viewable by all potential bidders.

ANSWERING CLARIFICATIONS



Bids Received	Type	Expected Contract Value
	Fixed Fee	
10	Contract	$150,000 - $175,000
	Fixed Fee	
0	Contract	$100,000
	Fixed Fee	
4	Contract	$100,000
	Fixed Fee	
5	Contract	$100,000

One Bid & No Bid Scenarios: Know Your Options

At times, your solicitation may receive less sealed bids than desired/necessary. With PennBid, this does not have to mean starting over and re-bidding.

Options are available; however, there are a couple of key factors that must be known ***BEFORE*** the solicitation is unsealed.

For assistance, contact our office, or see the tutorial below.

ONE BID & NO BID SCENARIOS

For more useful tips and pointers, including training videos and "quick-guides", please visit the **Resource Center** on our website at **www.pennbid.net.**

PennBid is proudly endorsed by:

www.pennbid.net -- info@pennbid.net