PENNBID
eProcurement Evolutionized

Contract Management FAQs

Q: Where can I find bid results or award information?

A: Bid Results and Awards can be found under "Past Public Opportunities." Search for the project name and "View Opportunity". For bid results, scroll to the "Supporting Documentation". For award information scroll to "Award Notices".

Q: Can we grant our clients (such as municipalities, cities, authorities, etc.) view-only access to all or part of the system, so they can stay informed about signatures, payment approvals, and other updates?

A: Yes, the Contract Management module offers a "Read Only" role, allowing clients to reference information without the ability to make changes.

Q: Is it possible to generate status reports or tracking spreadsheets that show the progress of each step in the contract management process?

A: Several sections within the module can be exported. Additional reporting features are currently in development to further enhance these capabilities.

Q: When change orders involve contract time extensions, can we adjust the lead time? Is it necessary to select the "Extendable" option to make this change?

A: Absolutely. Lead Time can be updated as needed, with or without the "Extendable" feature enabled.

Q: What happens if an approver wants to suggest changes to the contract before giving approval?

A: The Approvals feature allows for "denials," which can prompt the contract originator to take further action. Supporting documents can be attached and shared throughout this process.

Q: Can the agency edit contracts internally (for example, between procurement and legal teams), and can the awarded vendor propose changes for review?

A: Agencies can collaborate on revisions using the Approvals feature. Please note, documents in the Files section are not directly editable to preserve contract integrity.

Q: Can we attach documents—like a copy of the Council resolution—to a change order?

A: While files are not stored within individual Change Orders, they can be referenced and organized within the Files section of the module.

Q: Are documents visible only to the agency? Will vendors proposing edits have restricted access?

A: Only the posting agency can access the Files section. We are currently exploring enhancements that may allow vendors to view or submit specific files for your review.

Q: Is there a subscription fee for using these post-bid-opening features?

A: PennBid's Contract Management features are provided at no cost to agencies actively using the procurement feature. They are not currently offered as a standalone service.

Q: Does the system notify users when new documents are uploaded?

A: No notifications are sent when files are uploaded, similar to the Procurement portal. This approach allows users greater control over messaging preferences, but may be revisited in future updates.

Q: What does the recipient of an approval request see? Do they need to be listed under "People" to receive approval requests? Can approval requests be sent to vendors?

A: Approval requests can be sent to anyone, whether or not they are active users of the module, however it is recommended they be within the same organization. Recipients receive an email with details about the requested action, any attached files, and the deadline for response. Reminder emails are also sent as the deadline approaches.

Q: Can our existing contracts be migrated into the Contract Management system?

A: Yes, as long as your agency is actively using the bidding portal to manage procurement processes.

Q: How are users added to the Contract Management module? Do they need to be current users of the bidding module?

A: As with the Bidding Portal, only the PennBid team can create new accounts for contract management. Users with the "Create Contracts" role can add team members to help manage contracts, but those added cannot create contracts themselves.