

Creating A New Contract

Create A New Contract For A Specific Project

Setting up a new contract for a specific project in the PennBid portal can be done from the specific Projects page.

Go to **Submissions** section. Select the **Actions** button drop-down adjacent to the supplier that the contract will be executed with. This presumably would be the awarded vendor, but contracts can be created with any of the bidders. Select **Create Contract**.

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Submissions

Active Submissions

Bulk Actions

Search

| Supplier | Received | Documents/Data | Pages | Your Progress | Scoring | Actions |
|----------------------------|-----------------------------|----------------|-------|---------------|---------|--|
| Cow Dog Construction | Aug 10th 2023, 12:25 PM EDT | Open... | 2 | 0% | N/A | Actions |
| FEL Consulting | Aug 25th 2023, 9:53 AM EDT | Open... | 4 | 0% | N/A | Download All Files Un-Award View Award |
| GP Construction Management | Aug 17th 2023, 8:31 AM EDT | Open... | 2 | 0% | N/A | Create Contract View Notes |
| J & K Construction | Oct 4th 2023, 2:57 PM EDT | Open... | 1 | 0% | N/A | Manage Vendor Lists Download Report |
| PennBid QA | Aug 25th 2023, 9:25 AM EDT | Open... | 371 | 0% | N/A | |
| PennBid Vendor Account | Aug 17th 2023, 7:55 AM EDT | Open... | 8 | 0% | N/A | |
| Rafa PennBid | Aug 24th 2023, 12:51 PM EDT | Open... | 4 | 0% | N/A | Actions |

[Show the Work-in-Progress Submission \(1\)](#)

Choose a **Blank Contract** or **Start from a Template** if you have a previously prepared template. The document will automatically fill in the **Contract Title** and provide links to the **Public Files** and the **Submission Documents** from the selected vendor.

Create a Contract

How would you like to start preparing your Contract?



Start from a Template

Begin your contract from a pre-existing template from the list below.



Blank Contract

Start from scratch with a completely blank contract.



Create an Active Contract

Define your contract

Contract Title *

WWTP Improvements Project - Contract No. 01 - General / Process Mechanical

Contract Description

Contract Description

Contract Type *

Fixed Fee

Department *

Purchasing

Vendor *



Contract Attributes

General Notes

Project

WWTP Improvements Project - Contract No....

Select a Submission

Rafa PennBid

Copy Documents

☒ Public Files

☒ 2nd_and_3rd_Process.pdf

☒ WWTP_Improvements_Vendor_Questions_&Answers_.pdf

☒ Submission Documents

☒ Project_Go-Live_Checklist.pdf

☒ Bidder_Acknowledgements_(Q-05QT)_(1).xlsx

☒ Pricing_Section_(BT-48WZ).xlsx



Complete The Remaining Contract Parameters

Each project can have contracts with different vendors, however only one contract per vendor.

If creating the contract from a specific project, certain fields will be automatically generated from the project set up including **Contract Title**, **Department**, **Vendor**, **Lead Time** and the ability to **Copy Documents** from the original project.

It may be necessary to further identify the **Contract Title** if there will be multiple contracts associated with the project.

Create an Active Contract

Define your contract

Contract Title *

WWTP Improvements Project - Contract No. 01 – General / Process Mechanical

Contract Description

Contract Description

Contract Type *

Fixed Fee

Department *

Purchasing

Vendor *

Rafa PennBid

Start Value *

250000

Currency *

USD

Issue Date *

25/09/2024

Anticipated End Date *

24/09/2025

Lead Time *

90

☒ Renewable?

☐ Automatically change to next term?

☒ Extendable?

Contract Attributes

General Notes

Project

Select a Submission

WWTP Improvements Project - Contract No....

Rafa PennBid

Copy Documents

☒ Public Files

☒ 2nd_and_3rd_Process.pdf

☒ WWTP_Improvements_Vendor_Questions_

& Answers_.pdf

☒ Submission Documents

☒ Project_Go-Live_Checklist.pdf

☒ Bidder_Acknowledgements_(Q-06QT_(1).x

lsx

☒ Pricing_Section_(BT-48WZ).xlsx

Billing Schedule *

Monthly

Accepted by (name, title) *

Rafa Construction

Accepted on *

20/09/2024

Term or Change order description *

Contract Type: Choose a contract type from the drop-down options

Start Value: Depending on the type of contract the start value may be the award amount or other amount such as zero

Dates: The Anticipated end date will automatically default to one year after the Issue date, and can be changed accordingly

Lead Time: Automatically sets to 90 days for reminders to renew, change and/or extend and can be changed accordingly

Documents: Select any documents from the project public files and/or the vendor submission to carry over to the Contract Attributes

Billing Schedule: Select schedule based on contract parameters

Once all required fields have been completed click the **Activate Contract** button.

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Start Value *

250000

Currency *

USD

Issue Date *

25/09/2024

Anticipated End Date *

24/09/2025

Lead Time *

90

☒ Renewable?

☐ Automatically change to next term?

☒ Extendable?

Billing Schedule *

Monthly

Accepted by (name, title) *

Rafa Construction

Accepted on *

20/09/2024


Term or Change order description *

Cancel

Activate Contract

After clicking the **Activate Contract** button, you will proceed to the **Details** screen where you can review the information entered.

Edits can be made to the contract **Details** by clicking the **Actions** button in the upper right corner.


610-693-4769

Community Projects **Contracts** Vendors Insights Manage Portal Submissions

Gary P. PennBid

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i Details

☒ Approvals

☐ Commodity Codes

☐ Terms & Change Orders

☐ Vendor Contacts (0)

☐ Documents (5)

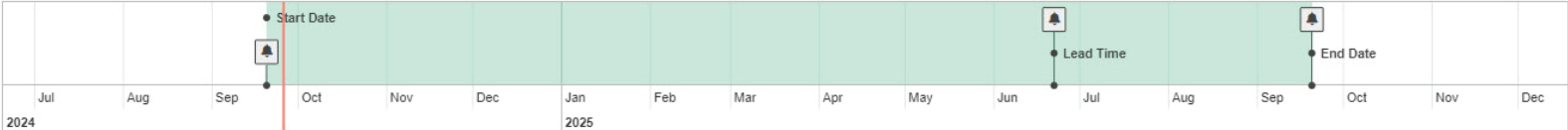
☐ People

☐ Reminders (0)

☐ Performance Surveys (0)

WWTP Improvements Project - Contract No. 01 – General / Process Mechanical

ACTIVE \$250K PRIVATE



Timeline showing Start Date (Sep 2024), Lead Time (Jun 2025), and End Date (Sep 2025).

i Details

Generic Contract

| | | | | |
|-----------------------------------|--------------------------|--------------------------------|---|----------------------------------|
| Start Value \$250,000.00 (USD) | Department Purchasing | Vendor Cow Dog Construction | Project WWTP Improvements Project - Contract No. 01 – General / Process Mechanical | Proposal Cow Dog Construction |
|-----------------------------------|--------------------------|--------------------------------|---|----------------------------------|

Description
Contract Description

| | | | | |
|---------------------------|----------------------|-------------------------------------|-----------------|----------------|
| Issue Date 20 Sep 2024 | Lead Time 90 days | Anticipated End Date 20 Sep 2025 | Extendable ✓ | Renewable ✓ |
|---------------------------|----------------------|-------------------------------------|-----------------|----------------|

Auto-change Term
✗

| | | |
|---|----------------------------|-----------------------------|
| Accepted by (name, title) Cow Dog Construction | Accepted on 04 Sep 2024 | Billing Schedule Monthly |
|---|----------------------------|-----------------------------|

Should you have any questions or require assistance, please contact PennBid at info@pennbid.net, or **610-693-4769**.