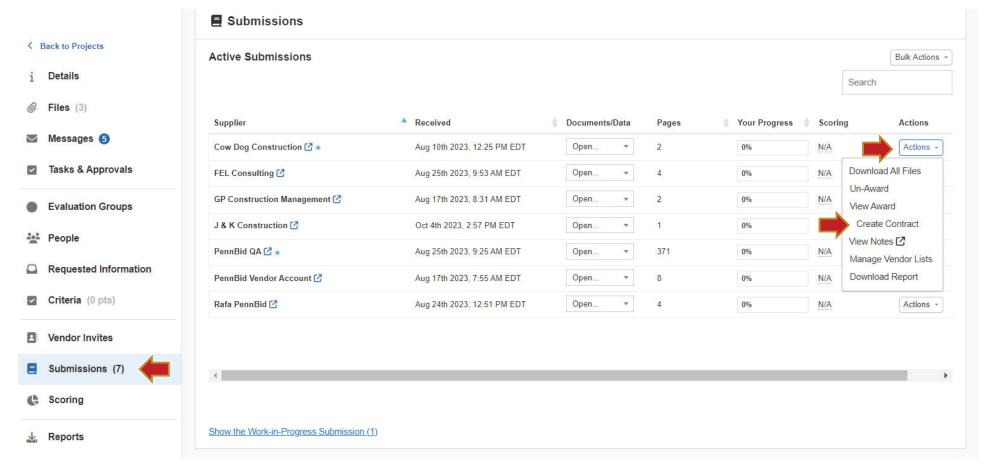# Creating A New Contract

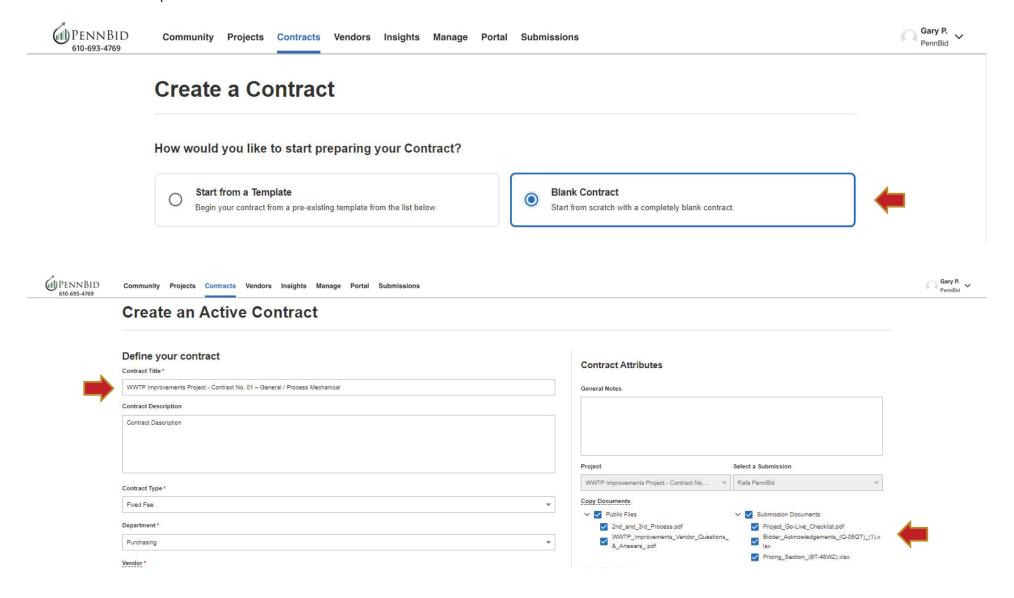## Create A New Contract For A Specific Project

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**.

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.

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
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

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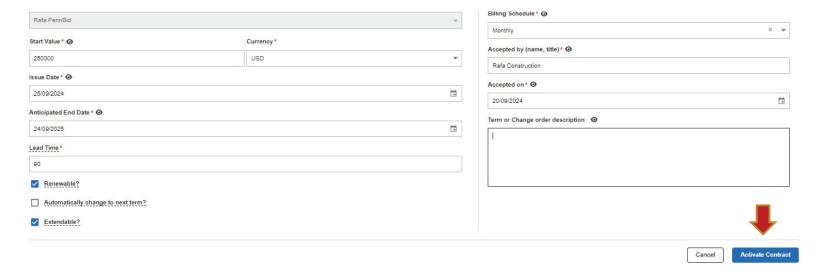
Dates: The Anticipated end date will automatically default to one year after the Issue date, and can be changed accordingly

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

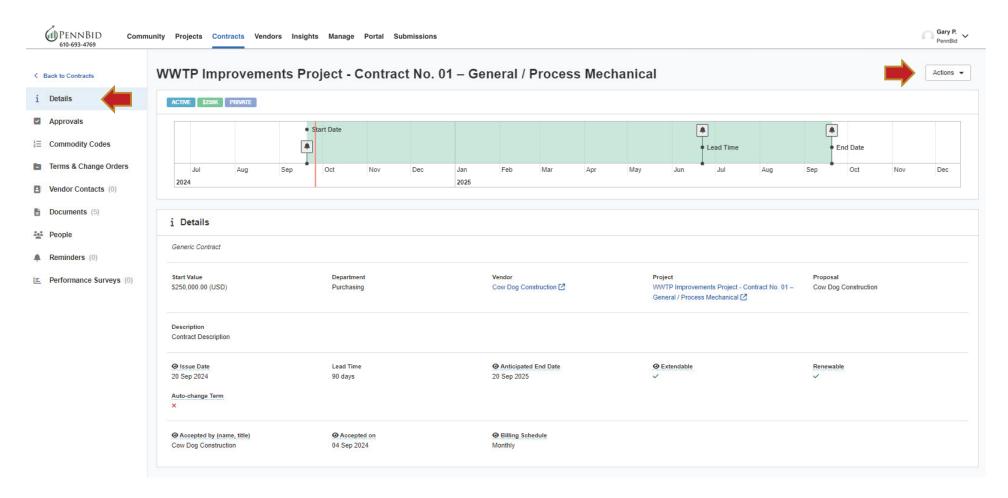Once all required fields have been completed click the **Activate Contract** button.

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.

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