

Setting Up Criteria For Scoring Questionnaire

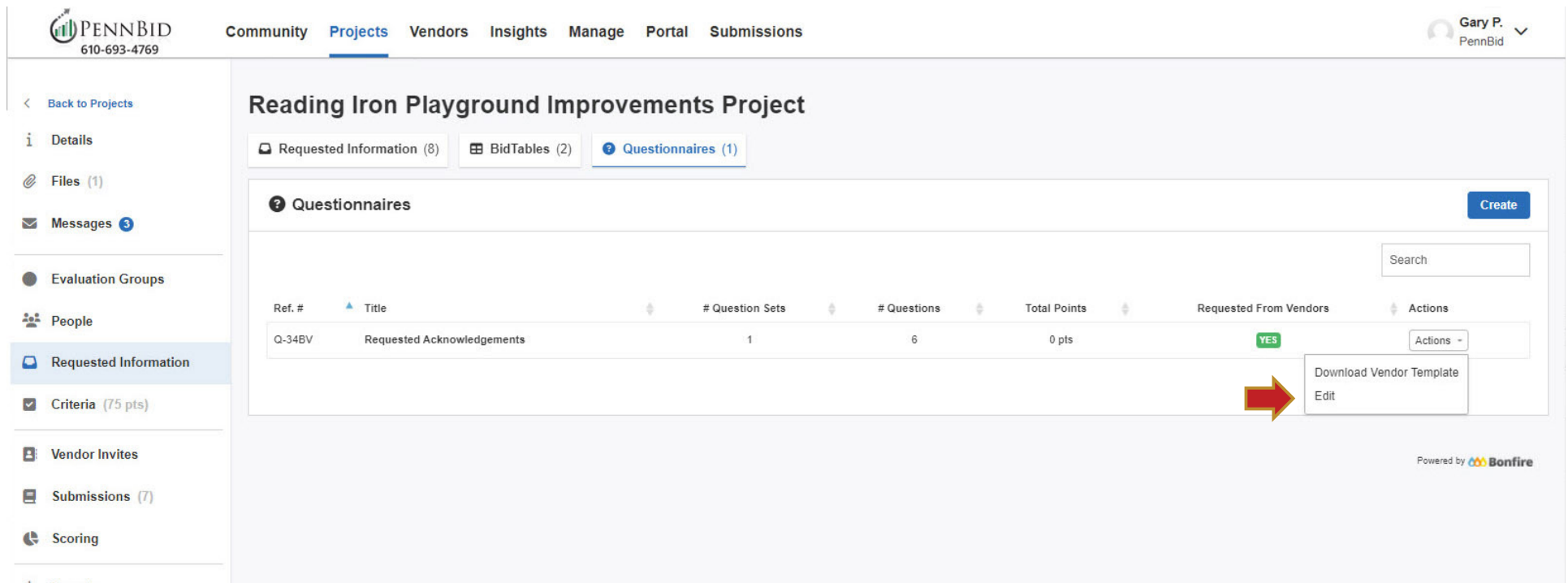
Create Scoring Criteria In A Questionnaire

Set up a new **Questionnaire** or go to existing **Questionnaire** in a project.

Note: This should be done prior to the project going live if utilizing auto scoring. Otherwise scoring criteria can be added later.

To add a new **Questionnaire**, (see pages 27 – 35) of the [New Project Setup \(Single Contract Projects\) Guide](#).

For Individual Question Criteria Scoring set up to an existing **Questionnaire** select **Edit** in the **Actions** dropdown.



Reading Iron Playground Improvements Project

Requested Information (8) BidTables (2) **Questionnaires (1)**

Questionnaires Create

Ref. #	Title	# Question Sets	# Questions	Total Points	Requested From Vendors	Actions
Q-34BV	Requested Acknowledgements	1	6	0 pts	YES	Actions - Download Vendor Template Edit

Powered by **Bonfire**







Click the **Pencil** icon next to each **Question** to enter Edit mode.

Question Set 1: Acknowledgements

Edit Question Set
Delete Question Set
Add Question Set

+ Add Question
+ Add Subset

Bulk Import Questions
Bulk Edit Questions

#	Question	Scoring Instructions	Vendor Response Options	Points	Pre-Defined Response Auto-Score Values	Actions
No Subset (6 Questions)				/ 0 pts		
1.0.1	In conformity with City Plans an...	Guarantee		Info Only		 
1.0.2	The undersigned declares that ...			Info Only		 
1.0.3	It is certified that the undersign...	Non-Collusion affidavit		Info Only		 

If **Score Question** is displayed in the Points section, click it and it will change to **Set as Info Only**.

Requested Acknowledgements (Q-34BV)

Edit Questionnaire
Delete Questionnaire
Download Questionnaire

+ Add Question

Question Set 1

Edit Question

Question Set: Acknowledgements

Subset*
Order #*
Evaluation Group*
Points*

No Subset
3
1: Main Evaluation
Info Only

Question*

It is certified that the undersigned is the only person(s) interested in this proposal as principal and that the proposal is made without collusion with any person, firm, or corporation. (Enter I Agree or I Do Not Agree)

Requested Acknowledgements (Q-34BV)

Edit Questionnaire
Delete Questionnaire
Download Questionnaire

+ Add Question

Question Set 1

Edit Question

Question Set: Acknowledgements

Subset*
Order #*
Evaluation Group*
Points*

No Subset
1
1: Main Evaluation
2

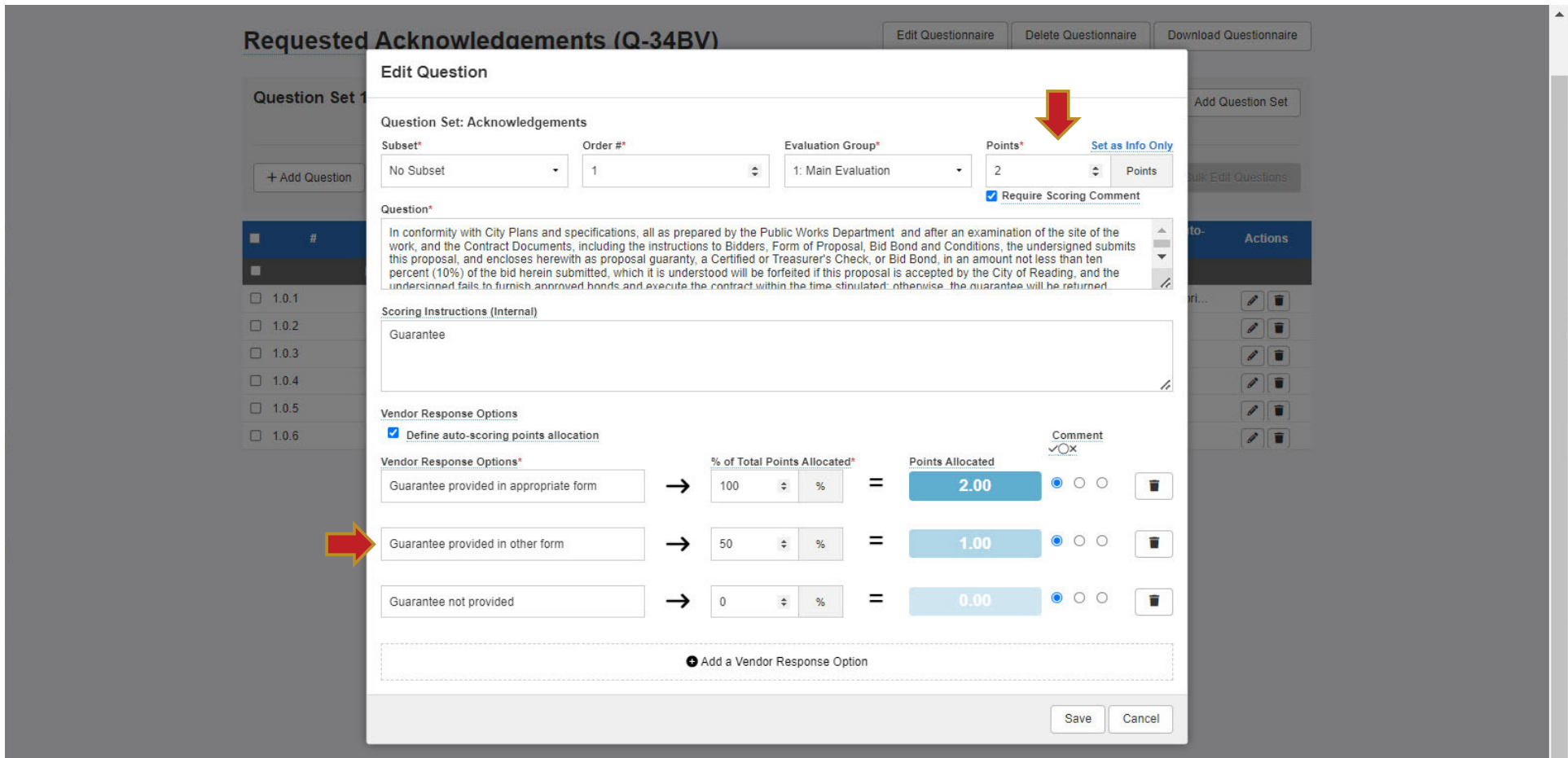
Question*

It is certified that the undersigned is the only person(s) interested in this proposal as principal and that the proposal is made without collusion with any person, firm, or corporation. (Enter I Agree or I Do Not Agree)

Assign maximum points for the question. An optional **Require Scoring Comment** box will pop up for consideration.

Enter Scoring Instructions for **Reviewers**.

To Auto Score Vendor Responses, check the **Define auto-scoring points allocation** box and complete option guidelines.



Requested Acknowledgements (Q-34BV)

Edit Questionnaire Delete Questionnaire Download Questionnaire

Edit Question

Question Set: Acknowledgements

Subset* Order #* Evaluation Group* Points* [Set as Info Only](#)

No Subset 1 1: Main Evaluation 2 Points

☒ **Require Scoring Comment**

Question*

In conformity with City Plans and specifications, all as prepared by the Public Works Department and after an examination of the site of the work, and the Contract Documents, including the instructions to Bidders, Form of Proposal, Bid Bond and Conditions, the undersigned submits this proposal, and encloses herewith as proposal guaranty, a Certified or Treasurer's Check, or Bid Bond, in an amount not less than ten percent (10%) of the bid herein submitted, which it is understood will be forfeited if this proposal is accepted by the City of Reading, and the undersigned fails to furnish approved bonds and execute the contract within the time stipulated; otherwise the guarantee will be returned.

Scoring Instructions (Internal)

Guarantee

Vendor Response Options

☒ **Define auto-scoring points allocation**

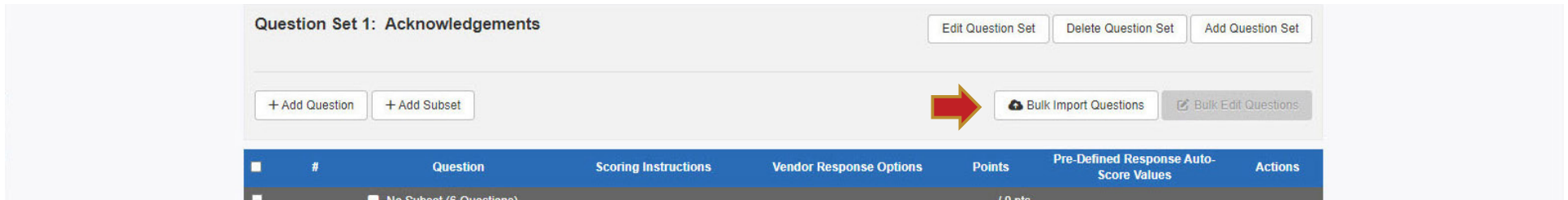
Vendor Response Options*

Vendor Response Options*	% of Total Points Allocated*	Points Allocated	Comment
Guarantee provided in appropriate form	100 %	2.00	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Guarantee provided in other form	50 %	1.00	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
Guarantee not provided	0 %	0.00	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>

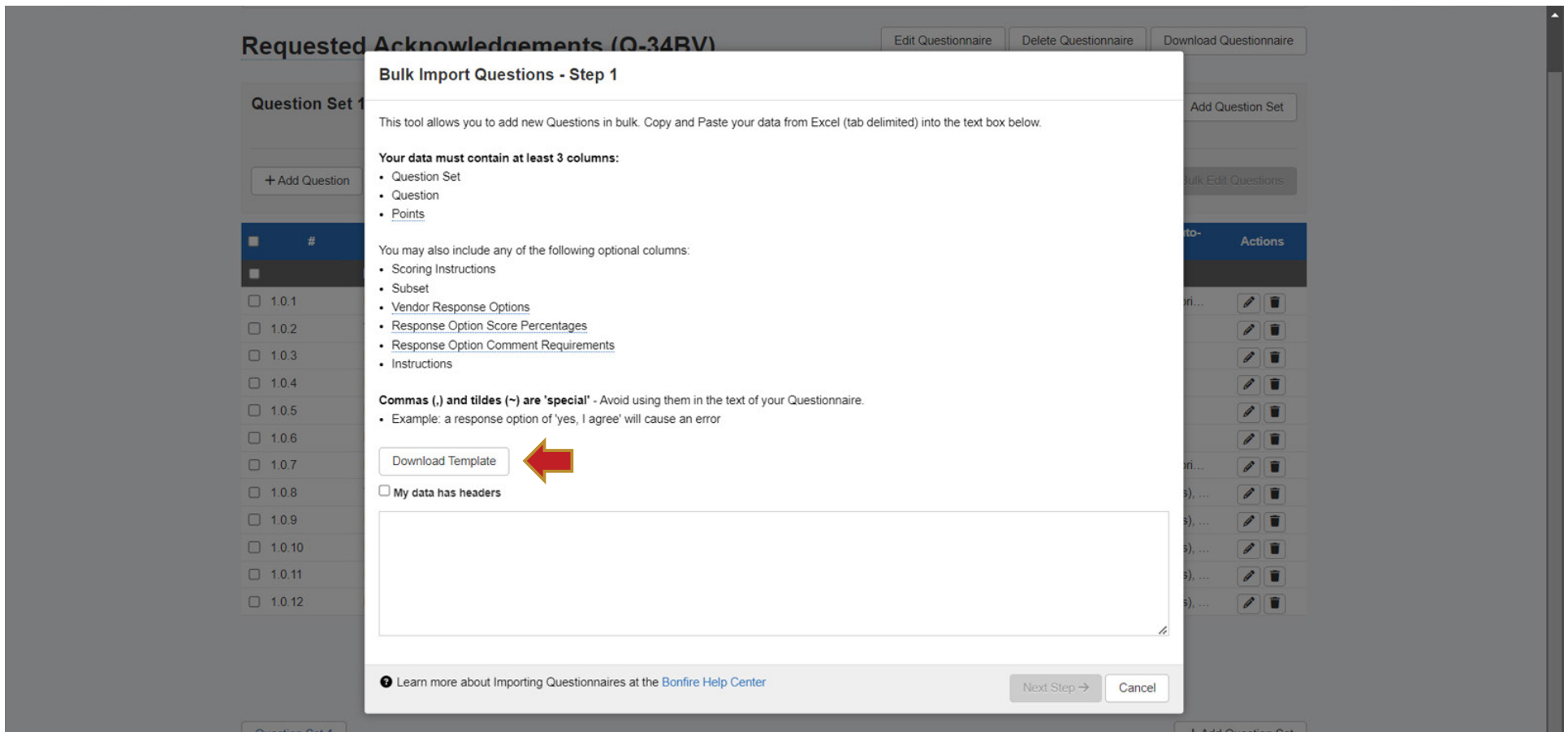
[Add a Vendor Response Option](#)

Save Cancel

For bulk importing of questions set up click the **Bulk Import Questions** button.



Click the Download Template button to download the Excel file.



A	B	C	D	E	F	G	H
Question Set	Subset	Question	Scoring Instructions	Points	Vendor Response Options	Response Option Score Percentages	Response Option Comment Requirements
Acknowledgements		In conformity with City Plans and specifications, all as prepared by the Public Works Department and after an examination of the site of the work, and the Contract Documents, including the instructions to Bidders, Form of Proposal, Bid Bond and Conditions, the undersigned submits this proposal, and encloses herewith as proposal guaranty, a Certified or Treasurer's Check, or Bid Bond, in an amount not less than ten percent (10%) of the bid herein submitted, which it is understood will be forfeited if this proposal is accepted by the City of Reading, and the undersigned fails to furnish approved bonds and execute the contract within the time stipulated; otherwise, the guarantee will be returned.	Guarantee	2	Guarantee provided in appropriate form, Guarantee provided in other form, Guarantee not provided	100, 50, 0	Required, Required, Required
Acknowledgements		The undersigned declares that no Member of Council, Director of Department, Division Manager, deputy thereof or clerk therein, or other officer of the City of Reading, is directly or indirectly interested as principal, surety of otherwise in this proposal or has any supervision or overall responsibility for the implementation in administration of the contract. (Enter I Agree or I Do Not Agree)	1 = answered I Agree	1	I Agree, I do not agree	100, 0	Required, Required
Acknowledgements		It is certified that the undersigned is the only person(s) interested in this proposal as principal and that the proposal is made without collusion with any person, firm, or corporation. (Enter I Agree or I Do Not Agree)	1 = answered I Agree	1	I Agree, I do not agree	100, 0	Required, Required
Acknowledgements		It is hereby agreed to execute the contract and furnish surety company bonds, on the forms enclosed in the Contract Documents, in the amount of one hundred percent (100%) of the contract price within ten (10) days of mailing of the contract documents	1 = answered I Agree	1	I Agree, I do not agree	100, 0	Required, Required

The file will include columns for data entry.

Question Set - Enter "Acknowledgments"

Subset - Enter question group title. If no groups are required, leave this column blank. (Ex: "Owner and Bidder")

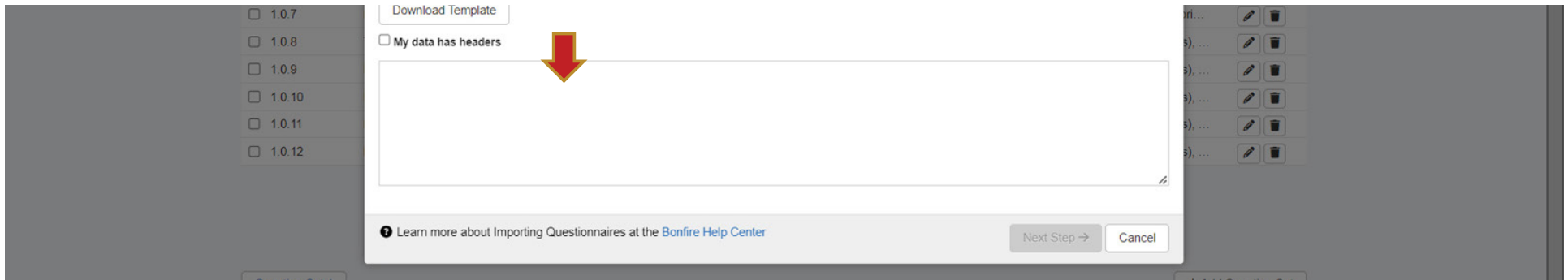
Question - Copy and paste content or information

Scoring Instructions - for Reviewers

Points - Enter point value

If utilizing the **Auto Score Vendor Responses** then enter **Vendor Response Options**, **Response Option Score Percentages**, **Response Option Comment Requirements**, and **Instructions** as applicable for the form scoring.

Select all the data entered in the table, follow instructions in the pop-up, and paste data into data field.



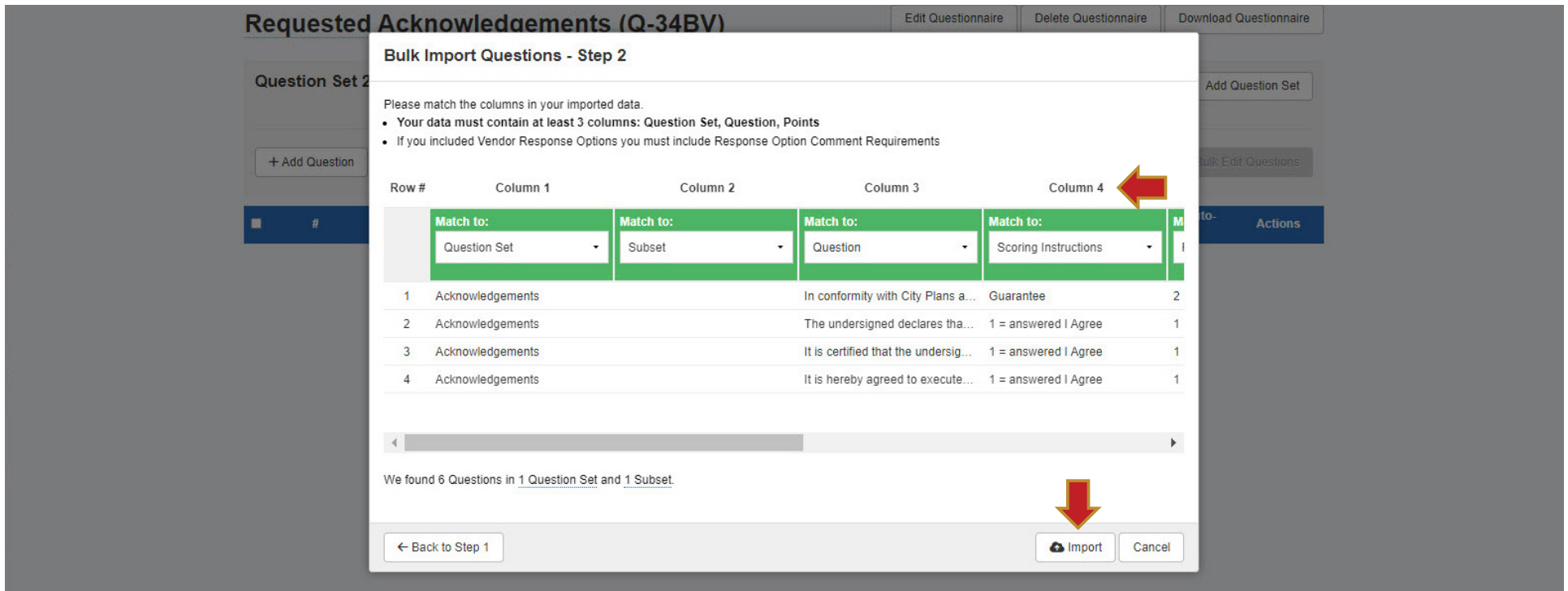
Download Template

☒ My data has headers

Learn more about Importing Questionnaires at the [Bonfire Help Center](#)

Next Step → Cancel

Verify the imported data is assigned to the correct columns and click **Import**.



Requested Acknowledgements (Q-34BV)

Edit Questionnaire Delete Questionnaire Download Questionnaire

Question Set 2

+ Add Question

Bulk Import Questions - Step 2

Please match the columns in your imported data.

- Your data must contain at least 3 columns: Question Set, Question, Points
- If you included Vendor Response Options you must include Response Option Comment Requirements

Row #	Column 1	Column 2	Column 3	Column 4	Match to
	Match to: Question Set	Match to: Subset	Match to: Question	Match to: Scoring Instructions	
1	Acknowledgements		In conformity with City Plans a...	Guarantee	2
2	Acknowledgements		The undersigned declares tha...	1 = answered I Agree	1
3	Acknowledgements		It is certified that the undersig...	1 = answered I Agree	1
4	Acknowledgements		It is hereby agreed to execute...	1 = answered I Agree	1

We found 6 Questions in 1 Question Set and 1 Subset.

← Back to Step 1 Import Cancel

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