

Reviewing Criteria And Scoring Results

How to Score Project Criteria

Criteria and **Scoring** – the process of applying criteria that has been established for a project and quantitative scoring of submissions to support selection of a bidder.

Individuals that you want to score a project’s **Criteria** must be added as a **Reviewer**. Reviewers can be added at any time in the **People** section by clicking the **Manage** button. This **Role** allows those assigned to view the **Bid Results** in tabular form as well as utilizing the **Evaluate** and **Score Criteria** functions. Multiple reviewers can be assigned to one or more **Evaluation Groups**.

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- [Files \(2\)](#)
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- [Criteria \(62 pts\)](#)
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UPPER SOUTHAMPTON TOWNSHIP BASKETBALL COURT PROJECT

Reviewers (3)
 Advisors (1)
 Observers (1)

Reviewers Email
Role Overview Manage

Show/Hide

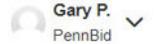
Name	Email	Conflict of Interest	Progress	Last Activity	
debra ross	@pennbid.net	No Conflict	0%	24 hr ago: Logged in	✓
Erin Chesnavage	@pennbid.net	No Conflict	0%	24 hr ago: Logged in	✓
Freddy Lutz	@pennbid.net	No Conflict	0%	Oct 18, 2024 8:40 AM EDT: Logged in	✓

Criteria, while normally determined in your project specifications, can be added at any point in the project.

The criteria summary can be viewed by selecting the **Criteria** section.



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[Criteria \(62 pts\) !\[\]\(1bd8a289a90519c9dc7a7d2d5d229a20_img.jpg\)](#)

[Vendor Invites](#)

[Submissions \(4\)](#)

[Scoring](#)

[Reports](#)

UPPER SOUTHAMPTON TOWNSHIP BASKETBALL COURT PROJECT

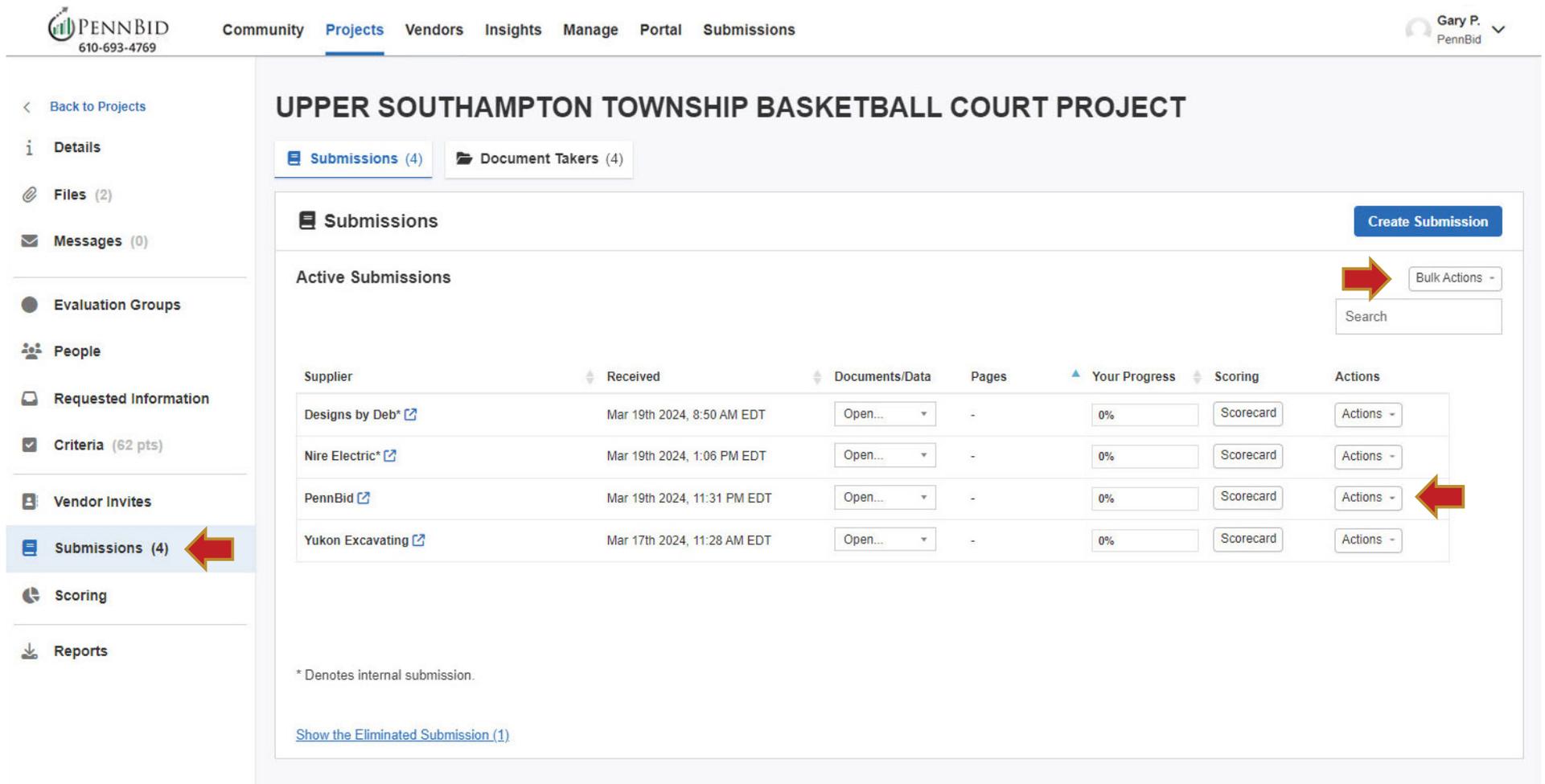
Criteria

[Manage](#) [Import](#)

	Title	Points	Type	Description	
A	General Information	45 pts	Criteria Group		O 1
A-1	Submission Completeness	N/A	Pass/Fail	Pass = Complete Fail = Incomplete	✓
A-2	Timing	30 pts	Rated - Input _ / X pts	Is Bidder timeframe reasonable where 30 pts = bidder can complete in < 6 mo 20 pts = bidder can complete in 6 to 9 mo 10 pts = bidder can complete in 9 to 12 mo 0 pts = bidder needs > 12 mo to complete	✓
A-3	Experience	10 pts	Rated - Scale [0 - 10]	Where 10 is very experienced (10+ years) and 1 is not very experienced (<2 years)	✓
A-4	Resumes	5 pts	Rated - Scale [0 - 5]	How do designated staff meet project needs where 5=fits very well and 1=lacks resources	✓
B	Pricing Section (BT-25DX)		BidTable		✓
C	Bidder Acknowledgements (Q-24IU)	17 pts	Questionnaire		
C-1	Acknowledgements	17 pts	Question Set		✓

After the project **Close Date**, and the **Evaluation Groups** have been released, go to the **Submissions** section.

Download and review all submitted documents by selecting the **Actions** button to the right of each submission or by selecting the **Bulk Actions** button in the upper right corner of the **Active Submissions** area and download all the submission documents at once.



UPPER SOUTHAMPTON TOWNSHIP BASKETBALL COURT PROJECT

Submissions (4) | Document Takers (4)

Submissions Create Submission

Active Submissions Bulk Actions -

Search

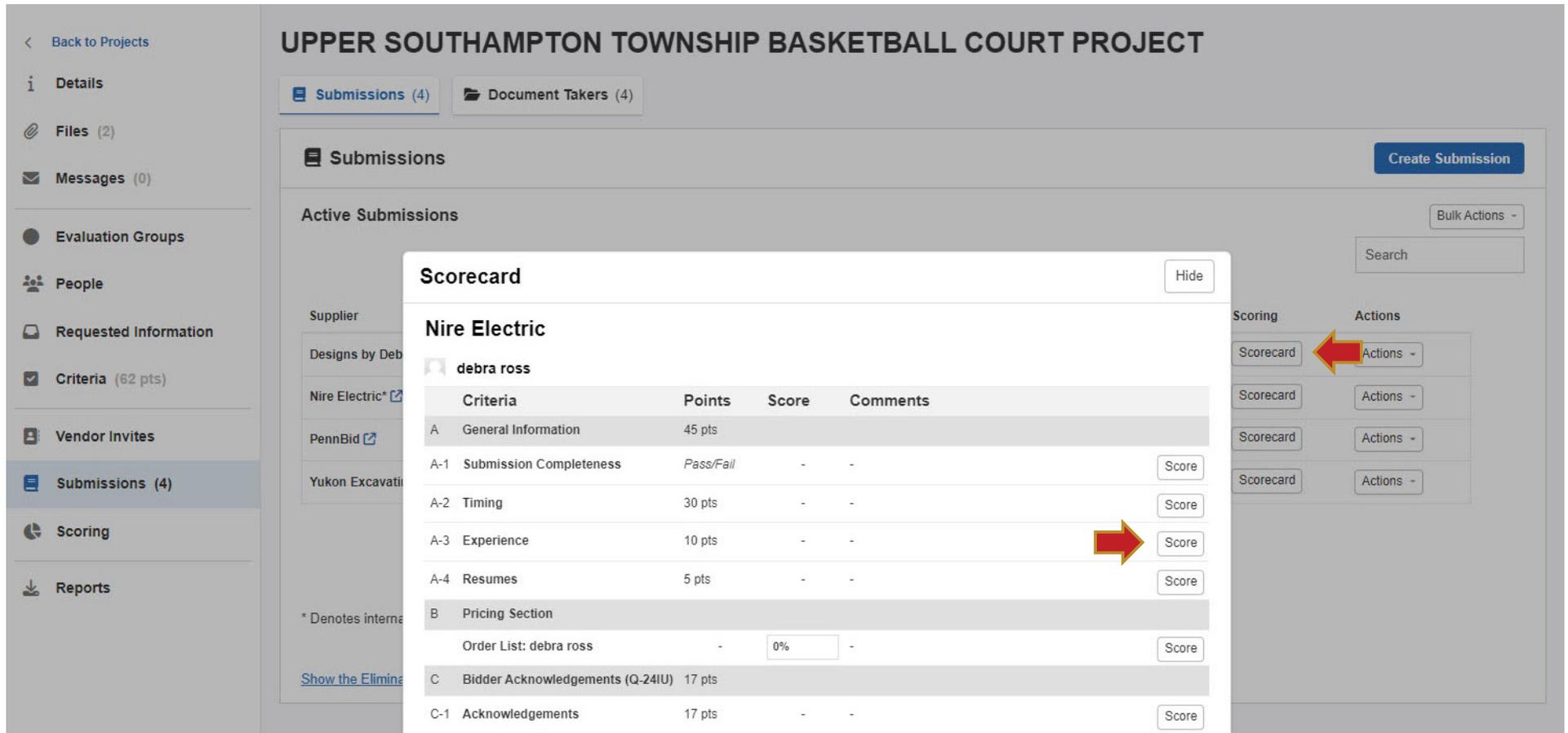
Supplier	Received	Documents/Data	Pages	Your Progress	Scoring	Actions
Designs by Deb* ↗	Mar 19th 2024, 8:50 AM EDT	Open... ▾	-	0% <input type="text"/>	Scorecard	Actions -
Nire Electric* ↗	Mar 19th 2024, 1:06 PM EDT	Open... ▾	-	0% <input type="text"/>	Scorecard	Actions -
PennBid ↗	Mar 19th 2024, 11:31 PM EDT	Open... ▾	-	0% <input type="text"/>	Scorecard	Actions -
Yukon Excavating ↗	Mar 17th 2024, 11:28 AM EDT	Open... ▾	-	0% <input type="text"/>	Scorecard	Actions -

* Denotes internal submission.

[Show the Eliminated Submission \(1\)](#)

Select **Scorecard** for each **Submission**, then click the **Score** button next to each **Criteria** item.

Follow the directions for each item criteria, assigning point values per the directions based on the information submitted and, if required, the explanation in Comments.



The screenshot displays the PennBid interface for the 'UPPER SOUTHAMPTON TOWNSHIP BASKETBALL COURT PROJECT'. The left sidebar contains navigation options: Back to Projects, Details, Files (2), Messages (0), Evaluation Groups, People, Requested Information, Criteria (62 pts), Vendor Invites, Submissions (4), Scoring, and Reports. The main content area shows 'Submissions (4)' and 'Document Takers (4)'. A 'Scorecard' modal is open for the submission 'Nire Electric' by 'debra ross'. The modal contains a table with the following data:

Criteria	Points	Score	Comments	
A General Information 45 pts				
A-1 Submission Completeness	Pass/Fail	-	-	Score
A-2 Timing	30 pts	-	-	Score
A-3 Experience	10 pts	-	-	Score
A-4 Resumes	5 pts	-	-	Score
B Pricing Section				
Order List: debra ross	-	0%	-	Score
C Bidder Acknowledgements (Q-24IU) 17 pts				
C-1 Acknowledgements	17 pts	-	-	Score

Red arrows in the image point to the 'Score' buttons in the modal and the 'Scorecard' button in the background interface.

Criteria	Points	Score	Comments
A General Information	45 pts		
A-1 Submission Completeness	Pass/Fail		

Description:
Pass = Complete Fail = Incomplete

Your Score:

Pass
 Fail

Primary Reason for Your Score (Required):

Meets the requirement(s)

Your Comment (Required):

All criteria provided

Save Score Cancel

Pass/Fail example

Criteria	Points	Score	Comments
A General Information	45 pts		
A-1 Submission Completeness	Pass/Fail	PASS	All criteria provided
A-2 Timing	30 pts		

Description:
Is Bidder timeframe reasonable where 30 pts = bidder can complete in < 6 mo 20 pts = bidder can complete in 6 to 9 mo 10 pts = bidder can complete in 9 to 12 mo 0 pts = bidder needs > 12 mo to complete

Your Score:

20 / 30 pts

Primary Reason for Your Score (Required):

Well-supported claim(s)

Your Comment (Required):

anticipated material backorder for 6 months

Save Score Cancel

Rated Input (Points) example

Criteria	Points	Score	Comments
A General Information	45 pts		
A-1 Submission Completeness	Pass/Fail	PASS	All criteria provided
A-2 Timing	30 pts	20 pts	anticipated material backorder for 6 months
A-3 Experience	10 pts		

Description:
Where 10 is very experienced (10+ years) and 1 is not very experienced (<2 years)

Your Score:

0
 1
 2
 3
 4
 5
 6
 7
 8
 9
 10

Low High

Primary Reason for Your Score (Required):

Meets or exceeds my expectations

Your Comment (Required):

Excellent experience credentials

Save Score Cancel

Rated Scale example

Scorecard Hide

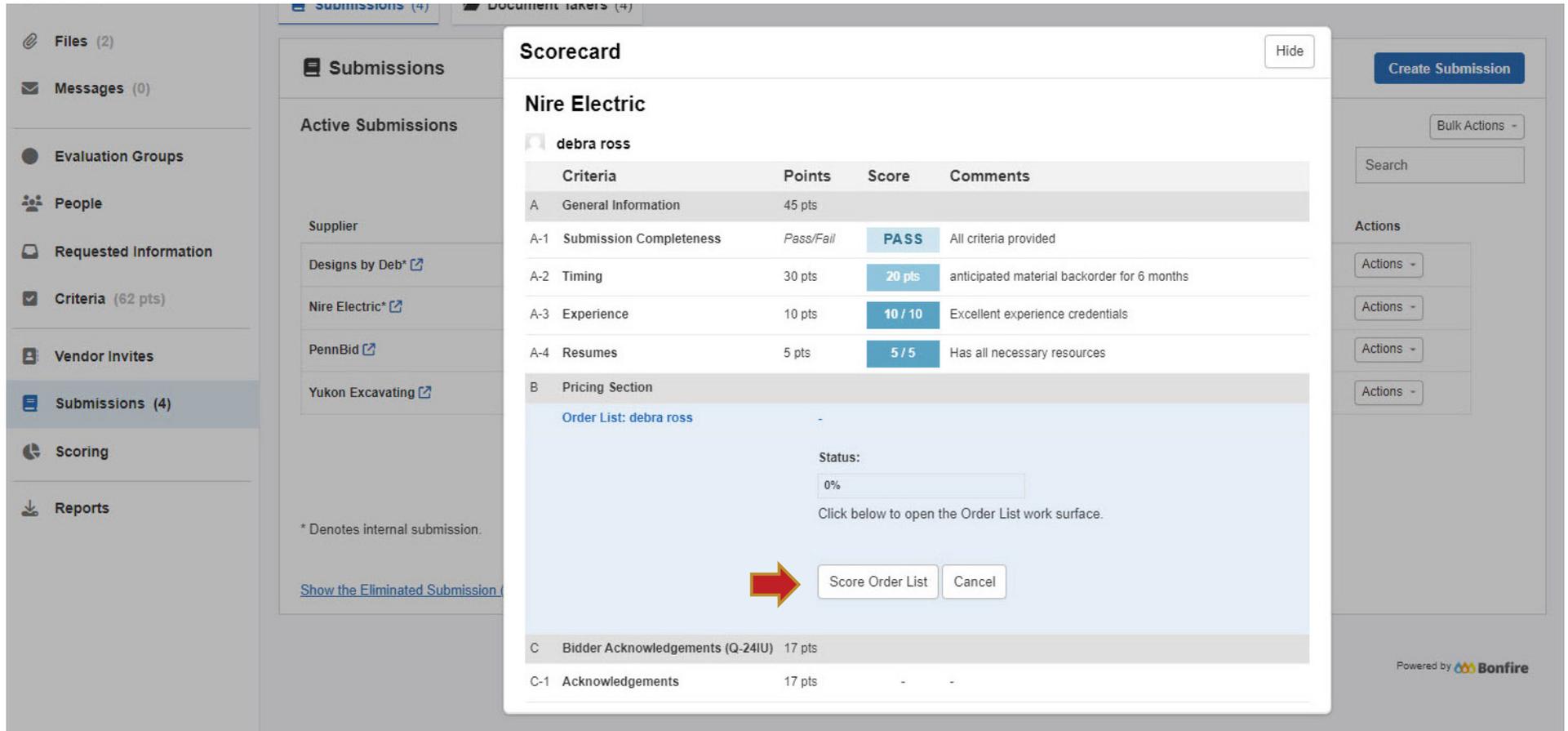
Nire Electric

debra ross

Criteria	Points	Score	Comments
A General Information	45 pts		
A-1 Submission Completeness	Pass/Fail	PASS	All criteria provided Edit Trash
A-2 Timing	30 pts	20 pts	anticipated material backorder for 6 months Edit Trash
A-3 Experience	10 pts	10 / 10	Excellent experience credentials Edit Trash
A-4 Resumes	5 pts	5 / 5	Has all necessary resources Edit Trash
B Pricing Section			
Order List: debra ross	-	<input type="text" value="0%"/>	- Score
C Bidder Acknowledgements (Q-24IU)			
C-1 Acknowledgements	17 pts	-	- Score

Saved Score example

For the **Bid Table** Scoring, select Score, then **Score Order List**.



The screenshot shows the PennBid interface with a 'Scorecard' modal open for the submission 'Nire Electric' by 'debra ross'. The modal displays a table of criteria and their scores. A red arrow points to the 'Score Order List' button at the bottom of the modal.

Criteria	Points	Score	Comments
A General Information 45 pts			
A-1 Submission Completeness	Pass/Fail	PASS	All criteria provided
A-2 Timing	30 pts	20 pts	anticipated material backorder for 6 months
A-3 Experience	10 pts	10 / 10	Excellent experience credentials
A-4 Resumes	5 pts	5 / 5	Has all necessary resources
B Pricing Section			
Order List: debra ross			
Status: 0%			
Click below to open the Order List work surface.			
<input type="button" value="Score Order List"/> <input type="button" value="Cancel"/>			
C Bidder Acknowledgements (Q-24IU) 17 pts			
C-1 Acknowledgements	17 pts	-	-

Click on the **Star** icon under the bidder's name that has the most favorable bid amount.

debra ross

Order List: debra ross

Clear Selection Bulk Actions

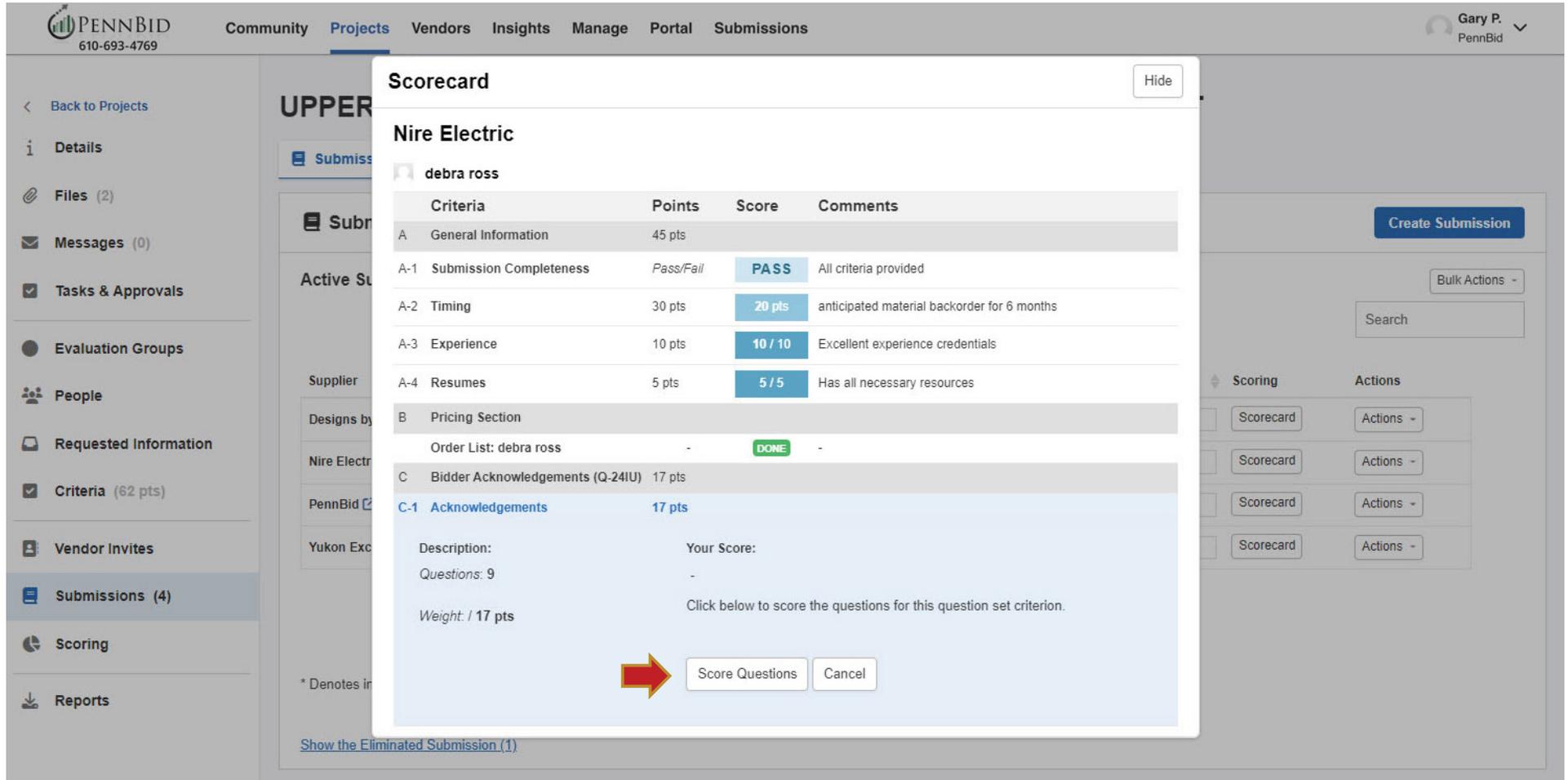
Back to Project Edit BidTable

	#	Description	Selected	Lowest	Designs by Deb	Nire Electric	PennBid	Yukon Excavating
			\$14,495.60	\$6,784.30	\$44,910.00	\$164,953.20	\$1,086,007.50	\$14,495.60
			13 / 13	-	0	0	0	13
			-	-	\$0.00	\$0.00	\$0.00	\$14,495.60
<input checked="" type="checkbox"/>	1	Base Bid Pricing (11)	\$8,820.60	\$4,186.80	\$40,400.00	\$115,703.20	\$83,420.00	\$8,820.60
<input checked="" type="checkbox"/>	#1-1	Prep Existing Stone Pad	\$1,935.00	\$1,935.00	\$12,900.00	\$2,580.00	\$4,515.00	\$1,935.00
<input checked="" type="checkbox"/>	#1-2	Rough Grade Site	\$750.00	\$10.00	\$10.00	\$1,500.00	\$3,500.00	\$750.00
<input checked="" type="checkbox"/>	#1-3	Furnish and Install 2.5" 19mm WMA Bi...	\$967.50	\$683.70	\$12,900.00	\$683.70	\$12,577.50	\$967.50
<input checked="" type="checkbox"/>	#1-4	Furnish and Install 1 1/2" Superpave W...	\$1,148.10	\$1,148.10	\$12,900.00	\$1,354.50	\$12,577.50	\$1,148.10
<input checked="" type="checkbox"/>	#1-5	Furnish and Install Basketball Court C...	\$500.00	\$10.00	\$10.00	\$560.00	\$3,000.00	\$500.00
<input checked="" type="checkbox"/>	#1-6	Install Basketball Net with Posts (inclu...	\$200.00	\$40.00	\$40.00	\$3,800.00	\$2,000.00	\$200.00
<input checked="" type="checkbox"/>	#1-7	Final Grade Site	\$250.00	\$10.00	\$10.00	\$15,000.00	\$1,500.00	\$250.00
<input checked="" type="checkbox"/>	#1-8	Final Seeding/Mulching and Restoratio...	\$175.00	\$10.00	\$10.00	\$1,200.00	\$1,000.00	\$175.00
<input checked="" type="checkbox"/>	#1-9	Furnish and Install 8" Compact Filter S...	\$220.00	\$220.00	\$1,500.00	\$95,400.00	\$40,000.00	\$220.00

debra ross

Criteria	Points	Score	Comments
A General Information	45 pts		
A-1 Submission Completeness	Pass/Fail	PASS	All criteria provided
A-2 Timing	30 pts	20 pts	anticipated material backorder for 6 months
A-3 Experience	10 pts	10 / 10	Excellent experience credentials
A-4 Resumes	5 pts	5 / 5	Has all necessary resources
B Pricing Section			
Order List: debra ross	-	DONE	
C Bidder Acknowledgements (Q-24IU)	17 pts		
C-1 Acknowledgements	17 pts	-	-

Questionnaire scoring – most questionnaires will not require scoring. However, if you choose to set up your project to score the questionnaire, it can be done manually or in some cases automatically. Reminder, automatic scoring requires criteria set up in the questionnaire form prior to making the project public.



The screenshot shows the PENNBID interface with a 'Scorecard' modal window open. The modal title is 'Scorecard' and it contains the following information:

Scorecard (Hide)

Nire Electric

debra ross

Criteria	Points	Score	Comments
A General Information	45 pts		
A-1 Submission Completeness	Pass/Fail	PASS	All criteria provided
A-2 Timing	30 pts	20 pts	anticipated material backorder for 6 months
A-3 Experience	10 pts	10 / 10	Excellent experience credentials
A-4 Resumes	5 pts	5 / 5	Has all necessary resources
B Pricing Section			
Order List: debra ross	-	DONE	-
C Bidder Acknowledgements (Q-24IU)	17 pts		
C-1 Acknowledgements	17 pts		
Description:	Your Score:		
Questions: 9	-		
Weight: / 17 pts			

Click below to score the questions for this question set criterion.

Score Questions Cancel

Automatic Scoring (Auto-Score) is completed by selecting the Auto-Score button at the bottom of the summary table page.

Manual Scoring can be achieved by navigating through each question cell for each bidder based on the pre-established criteria. Scores are entered at the bottom of the summary table page.

Projects / UPPER SOUTHAMPTON TOWNSHIP BASKETBALL COURT PROJECT / Bidder Acknowledgements (Q-24IU)

C-1 - Acknowledgements	Designs by Deb Open... Scorecard 100% 17 pts	Nire Electric Open... Scorecard 33% 6 pts	PennBid Open... Scorecard 11% 2 pts	Yukon Excavating Open... Scorecard 11% 2 pts
C-1.0.1 The contractor proposes to furnish and deliver all materials (including Form CS-4171, CERTIFICATE OF COMPLIANCE and/ or TR-465 DAILY BITUMINOUS MIXTURE CERTIFICATION) and to do and perform all work on the following project as more specifically set forth in the / 2 pts	No Comment Provided 2 pts	No Comment Provided 2 pts	No Comment Provided 2 pts	No Comment Provided 2 pts
C-1.0.2 If designated as the successful bidder, the contractor will begin work on the date specified in the notice to proceed, or as otherwise provided in the special requirements, and will complete all work within See attachment 1-A calendar days. (Enter I Agree or I Do Not Agree) / 2 pts	No Comment Provided 2 pts	No Comment Provided 2 pts	No Comment Provided 2 pts	No Comment Provided 2 pts
C-1.0.3 Accompanying this proposal is a certified check or bid bond in the amount of 10% made payable to the municipality as a proposal guarantee which, it is understood, will be forfeited in case the contractor fails to comply with the requirements of the proposal. (Enter I Agree or I Do Not Agree) / 2 pts	No Comment Provided 2 pts	No Comment Provided 2 pts	No Comment Provided 2 pts	No Comment Provided 2 pts
C-1.0.4 It is hereby certified as follows: The only person interested in the proposal as principal (s) is (are): (Enter name(s)) / 2 pts	No Comment Provided 2 pts	No Comment Provided 2 pts	No Comment Provided 2 pts	No Comment Provided 2 pts


 Filter Questions - **Auto-Score** View Eliminated

In some instances, the owner you may rely on others to provide scoring. To view results of all scorers, go to the **Scoring** section:

Scoring Summary will summarize all the score results for the project.

UPPER SOUTHAMPTON TOWNSHIP BASKETBALL COURT PROJECT

Community **Projects** Vendors Insights Manage Portal Submissions

Gary P. PennBid

Back to Projects

Details

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Requested Information

Criteria (62 pts)

Vendor Invites

Submissions (4)

Scoring

Reports

Scoring Summary

Active Submissions

View Proposal Analysis

Show/Hide Search...

Supplier	Total / 62 pts	A - General Information / 45 pts	A-1 - Submission Completeness Pass/Fail	A-2 - Timing / 30 pts	A-3 - Experience / 10 pts
Designs by Deb	62 pts	45 pts	PASS	30 pts	10 pts
Yukon Excavating	60 pts	45 pts	PASS	30 pts	10 pts
PennBid	59 pts	45 pts	PASS	30 pts	10 pts
Nire Electric	52 pts	35 pts	PASS	20 pts	10 pts

Click a proposal to view its individual scores

Show Eliminated Submissions (1)

The **View Proposal Analysis** button provides graphic representations of score results in **Pie**, **Bar**, or **Chart** options for each bidder.

Community **Projects** Vendors Insights Manage Portal Submissions

Gary P. PennBid

UPPER SOUTHAMPTON TOWNSHIP BASKETBALL COURT PROJECT [See old view](#)

Proposal Analysis

1 Designs by Deb
62 pts

2 **Yukon Excavating**
60 pts

3 PennBid
59 pts

4 Nire Electric
52 pts

▶ Show Eliminated Proposals

2 **Yukon Excavating**
Score: 60 pts

100%
of all points shown ?

Criteria Points in: Yukon Excavating

Compared to Highest and Average Points for each Criteria Segment

Bar Chart

Table

Criteria Segment	Average Points	Yukon Excavating	Highest Points
General Information (out of 45 pts)	~43	45	45
Acknowledgements (out of 17 pts)	~16	15	~17

Show Criteria Segments (2/2) ?

General Information 45 pts

Bidder Acknowledgements (Q-24IU)

Acknowledgements 17 pts

Bid Table Summary displays the bid table price comparison of each line item and totals for all bidders

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UPPER SOUTHAMPTON TOWNSHIP BASKETBALL COURT PROJECT

[Scoring Summary](#) | [BidTable Summary](#) | [Reviewer Scores](#)

BidTable Summary

Order List

Choose an Order List

Order List: debra ross

of the selected and unselected items.

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[Messages \(0\)](#)
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[Criteria \(62 pts\)](#)
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BidTable Summary

Order List: debra ross

Total Cost \$14,495.60 (13 items selected from 1 vendor)

#	Description	Unit of Measure	Quantity Required	Vendor	Unit Price	Total Cost
#1-1	Prep Existing Stone Pad	SY	1,290	Yukon Excavati...	\$1.50	\$1,935.00
#1-2	Rough Grade Site	LS	1	Yukon Excavati...	\$750.00	\$750.00
#1-3	Furnish and Install 2.5" 19mm...	SY	1,290	Yukon Excavati...	\$0.75	\$967.50
#1-4	Furnish and Install 1 1/2" Super...	SY	1,290	Yukon Excavati...	\$0.89	\$1,148.10
#1-5	Furnish and Install Basketball ...	LS	1	Yukon Excavati...	\$500.00	\$500.00
#1-6	Install Basketball Net with Pos...	EA	4	Yukon Excavati...	\$50.00	\$200.00
#1-7	Final Grade Site	LS	1	Yukon Excavati...	\$250.00	\$250.00
#1-8	Final Seeding/Mulching and R	LS	1	Yukon Excavati...	\$175.00	\$175.00

Reviewer Scores for each individual reviewer can be viewed by selecting the reviewer's name in the drop down.

Community
Projects
Vendors
Insights
Manage
Portal
Submissions

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UPPER SOUTHAMPTON TOWNSHIP BASKETBALL COURT PROJECT

📊 Scoring Summary
📄 BidTable Summary
📊 Reviewer Scores

Reviewer:

Export Excel

Active Submissions

Show/Hide

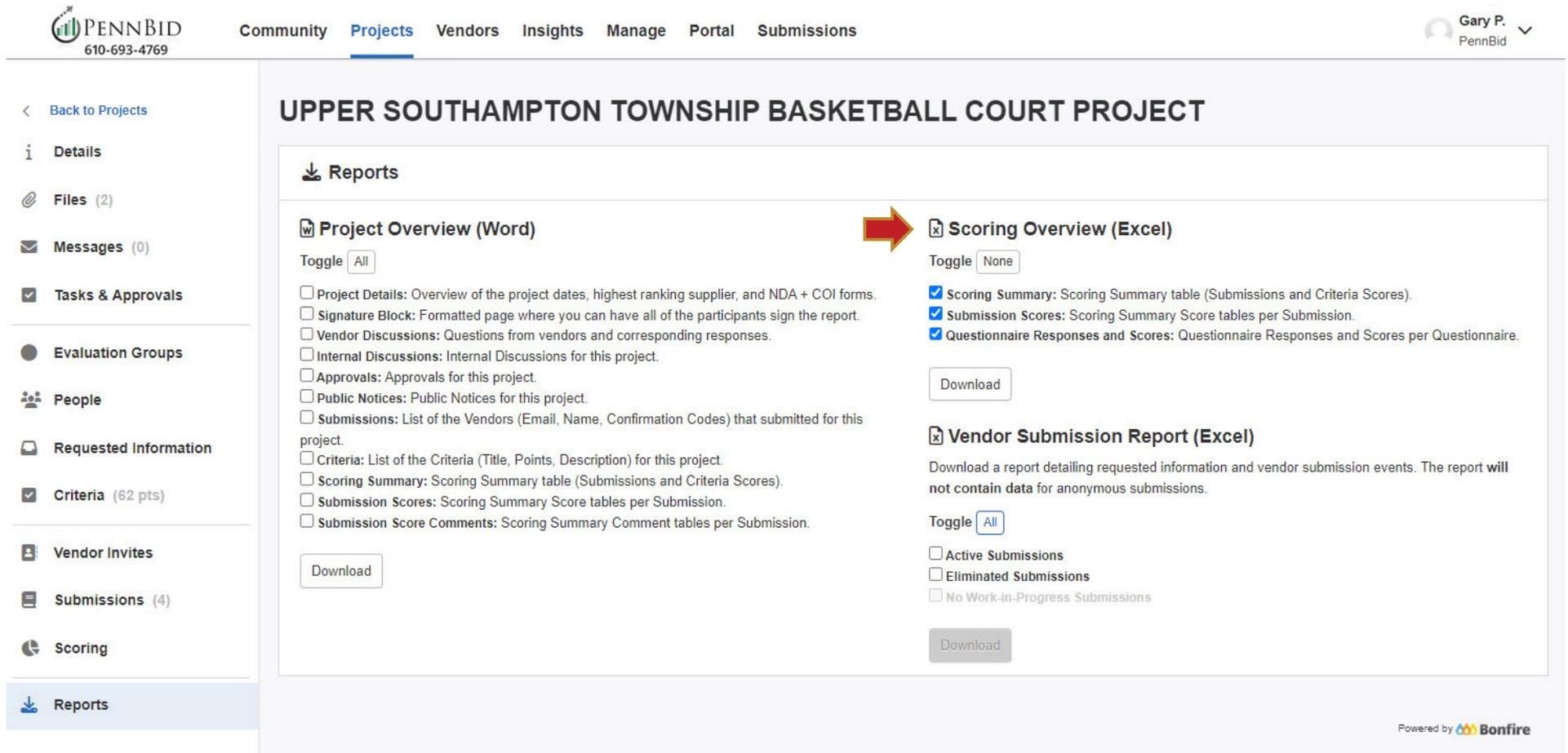
Supplier	Total / 62 pts	A - General Information / 45 pts	A-1 - Submission Completeness Pass/Fail	A-2 - Timing / 30 pts	A-3 - Experient / 10 pts
Designs by Deb	62 pts	45 pts	PASS	30 pts	10 / 10
Yukon Excavating	60 pts	45 pts	PASS	30 pts	10 / 10
PennBid	59 pts	45 pts	PASS	30 pts	10 / 10
Nire Electric	52 pts	35 pts	PASS	20 pts	10 / 10

Show Eliminated Submissions (1)

Page: 13

info@PennBid.net | (610) 693-4769

Additional **Scoring Overview** reports can be generated and downloaded from the **Reports** section.



UPPER SOUTHAMPTON TOWNSHIP BASKETBALL COURT PROJECT

Reports

Project Overview (Word)
Toggle

- Project Details: Overview of the project dates, highest ranking supplier, and NDA + COI forms.
- Signature Block: Formatted page where you can have all of the participants sign the report.
- Vendor Discussions: Questions from vendors and corresponding responses.
- Internal Discussions: Internal Discussions for this project.
- Approvals: Approvals for this project.
- Public Notices: Public Notices for this project.
- Submissions: List of the Vendors (Email, Name, Confirmation Codes) that submitted for this project.
- Criteria: List of the Criteria (Title, Points, Description) for this project.
- Scoring Summary: Scoring Summary table (Submissions and Criteria Scores).
- Submission Scores: Scoring Summary Score tables per Submission.
- Submission Score Comments: Scoring Summary Comment tables per Submission.

Scoring Overview (Excel)
Toggle

- Scoring Summary: Scoring Summary table (Submissions and Criteria Scores).
- Submission Scores: Scoring Summary Score tables per Submission.
- Questionnaire Responses and Scores: Questionnaire Responses and Scores per Questionnaire.

Vendor Submission Report (Excel)
Download a report detailing requested information and vendor submission events. The report will not contain data for anonymous submissions.

Toggle

- Active Submissions
- Eliminated Submissions
- No Work-in-Progress Submissions

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