Department Permissions & Project Roles

The following guide is to assist PennBid Users distinguish between **Department Permissions**, which are universal to a Users abilities within all projects in their respective organization, and **Project Roles**, which are applied by the posting agency on a project-specific basis.

Should you have questions or wish to discuss the applicability of any listed Permissions or Roles, please contact the PennBid Team at info@pennbid.net, or 610-693-4769.

Department Permissions

Department Permissions are assigned by the PennBid Team during account creation and registration.

NOTE: These Permissions, which include the ability to post & manage projects, can only be created and modified by the PennBid Team.

Projects –Department Manager
This Permission gives the individual access to every aspect of every project assigned to their Department(s).

Vendors – Organization Observer
This Permission allows users to view, search, and explore every bidding organization on the Vendors Tab within the Portal.

Multi-Departmental Access
Full Access Department Permission. This Permission allows an individual access to multiple Departments on system with a singular login.

Project Roles

Project Roles are project specific and are assigned by individuals within the Department on a project-by-project basis. These do not require the PennBid Team to be modified.

NOTE: Department Permissions supersede Project Roles within an Organization.
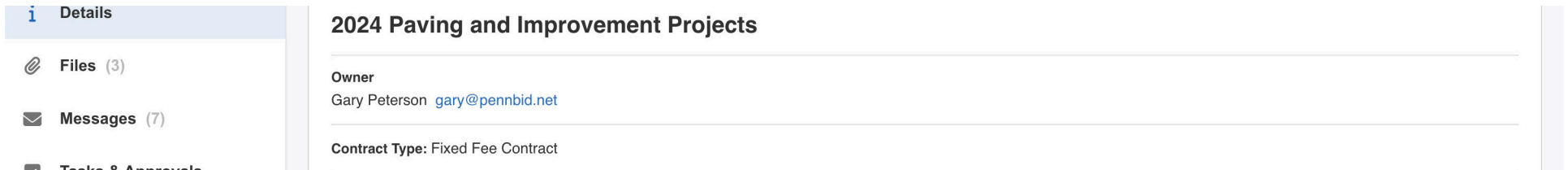
Owner – This is the most important Role within a Project. It is initially assigned during setup but can be adjusted at any time. This Role receives all notifications pertaining to the project, including bidder questions.

Reviewer – This Role can be assigned at any point to anyone inside or outside of your Department. This Role allows those assigned to view the Bid Results in tabular form as well as utilizing the Evaluate and Score Criteria functions.

Advisors – This Role can be assigned at any point to anyone inside or outside of your Department. This Role is able to view all aspects of assigned Projects without the ability to adjust or edit in any capacity. If enabled this Role can view Submissions.
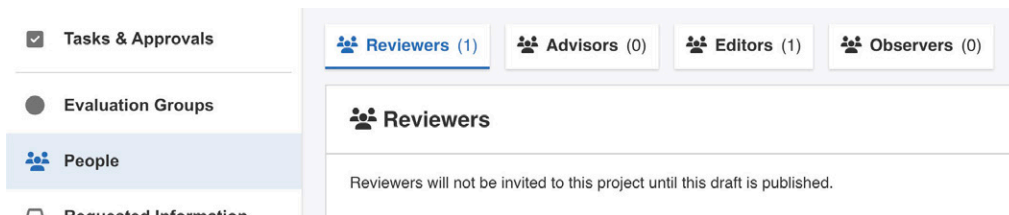
Editor – This Role can only be assigned during Draft Status and goes away after publishing your project. This Role enables the assigned to view and edit the project in every aspect excluding Publishing.

Observers – This Role can be assigned at any point to anyone inside or outside of your Department. This Role is able to view all aspects of assigned Projects without the ability to adjust or edit in any capacity.

Project Roles - Draft Project
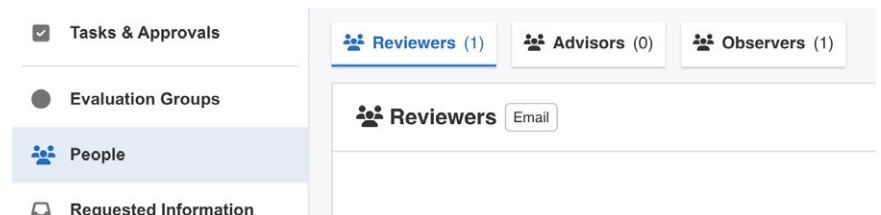
Project Roles - Published Project