PENNBID
Bid Management Evolutionized

New Project Review (Single & Multi Contract Projects)

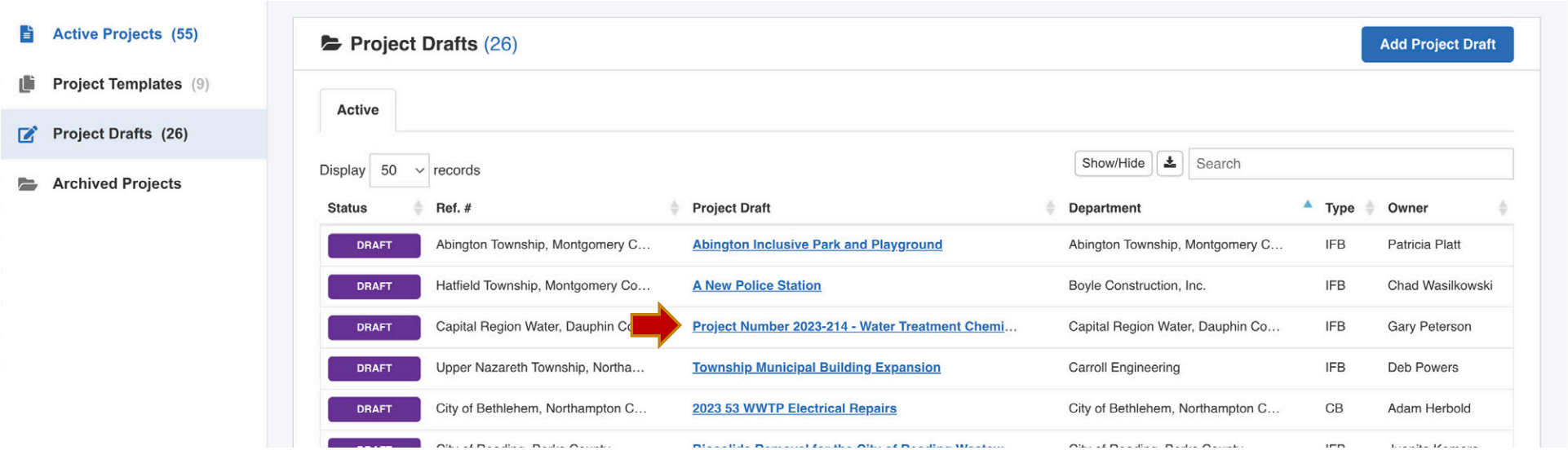
New Project Review *– The process of reviewing your project for accuracy, adding documents, and finalizing details so that the project is ready to "go live" in the system.*

Creating Your Project – Getting Started

Within the project, you will review the information populated in the **Details** section, **Requested Information** section, **People** section, **Vendor Invites** section, as well as upload project documents under the **Files** section and finalize by **Publishing** the project.

Note: As a reminder, PennBid does not manage your project or create content for you. Our team is happy to assist with the mechanics of how to use the system and we are available to answer questions, but it is up to you to manage all aspects of your project.

Click the **Project Draft** hyperlink to open your project.



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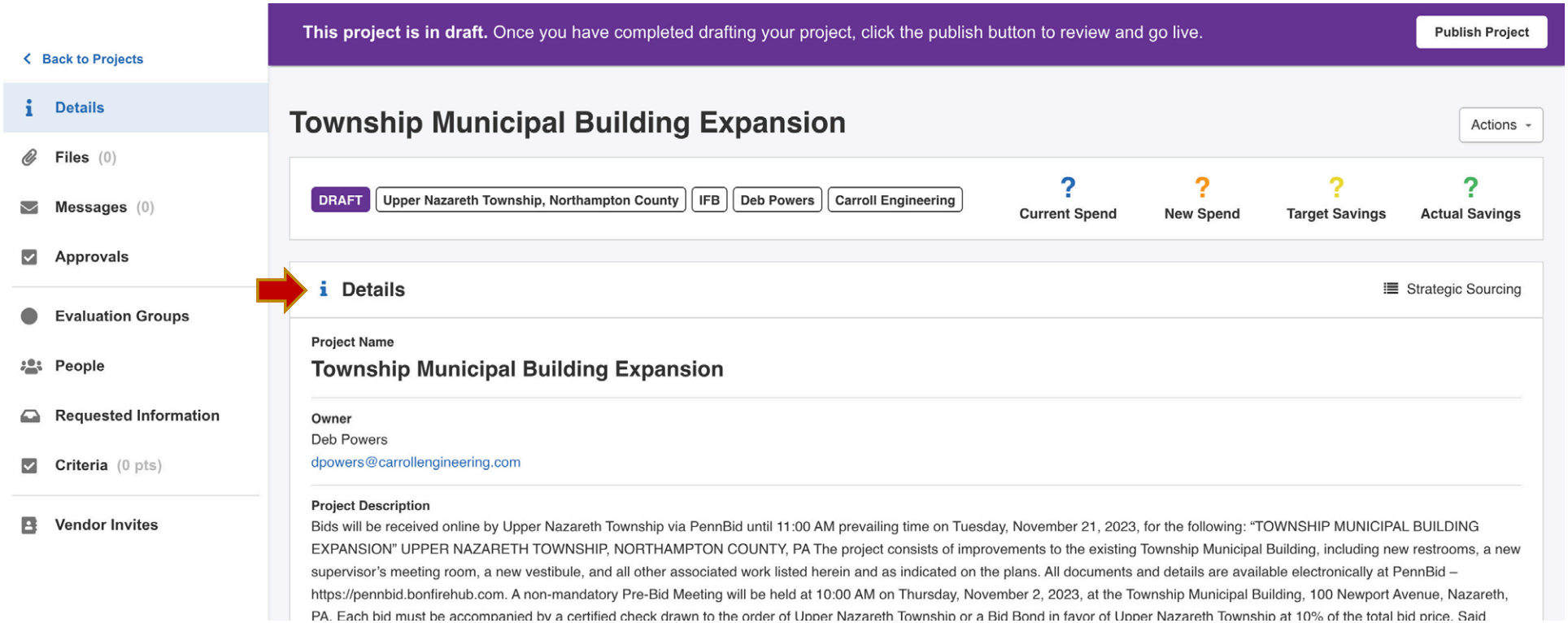

Project Details Section

The **Details** section captures all the information from your advertisement, including project dates, project owner, project details, and any bid events. Scroll through the entire page to make sure the populated fields and content are accurate including:

- **Dates** – All project dates are accurate.
- **Reference Number** field contains the name of the Project Owner.
- **Project Title** field is the accurate name of the project.
- **Project Description** field contains the advertisement or detailed project description.
- **Project Type** is set to – **ITB** (Invitation to Bid), **IFB** (Invitation for Bid), or **RFP** (Request for Proposal).
- **Owner** is set to the correct internal contact.
- **Visibility** is set to **Public** (unless your project is a **Private** or **Invitation Only** bid).
- **Events** – If your project has a pre-bid event review the Event details.

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- Requested Information
- Criteria (0 pts)
- Vendor Invites

supervisor's meeting room, a new vestibule, and all other associated work listed herein and as indicated on the plans. All documents and details are available electronically at PennBid – https://pennbid.bonfirehub.com. A non-mandatory Pre-Bid Meeting will be held at 10:00 AM on Thursday, November 2, 2023, at the Township Municipal Building, 100 Newport Avenue, Nazareth, PA. Each bid must be accompanied by a certified check drawn to the order of Upper Nazareth Township or a Bid Bond in favor of Upper Nazareth Township at 10% of the total bid price. Said check or bond shall be subject to the conditions in the Instructions to Bidders. The work in connection with this project constitutes Public Works by a Public Body under the Pennsylvania Prevailing Wage Act. Bidders are advised that prevailing minimum wage rates, promulgated by the Pennsylvania Secretary of Labor, must be paid to workers employed on this project. No bid may be withdrawn within sixty (60) days of the bid opening date. Upper Nazareth Township reserves the right to reject any and all bids and to waive any bidding informalities.

Public Document Takers ✔	**Multi-Category Decisions** ✖	**Advanced Algorithms** ✖	**Consensus Scoring** ✖
Submission Type: Excel Submission	**Rank Analysis** ✖	**Subcontractor Listing** ✔	

Current Spend	Target Savings	Budget	New Spend
-	-	-	-

Events

Status	Event Name	Event Privacy	Location	Description	Dates	Mandatory
ONGOING	Open Date	N/A	Online Portal	Posting date for the Opportunity	Oct 23rd 2023, 9:00 AM EDT	N/A
UPCOMING	Questions Due Date	N/A	Online Portal	Deadline to submit Questions	Nov 14th 2023, 4:00 PM EST	N/A
UPCOMING	Close Date	N/A	Online Portal	Deadline for Submissions	Nov 21st 2023, 11:00 AM EST	N/A
UPCOMING	Evaluate By Date	N/A	Online Portal	Deadline to evaluate Project Submissions	Nov 28th 2023, 5:00 PM EST	N/A
PASSED	Pre-Bid Meeting	Public	Township Municipal Building, 100 Newport Avenue, Nazareth, PA	A non-mandatory Pre-Bid Meeting will be held at 10:00 AM on Thursday, November 2, 2023, at the Township Municipal Building, 100 Newport Avenue, Nazareth, PA.	Nov 2nd 2023, 10:00 AM EDT	No

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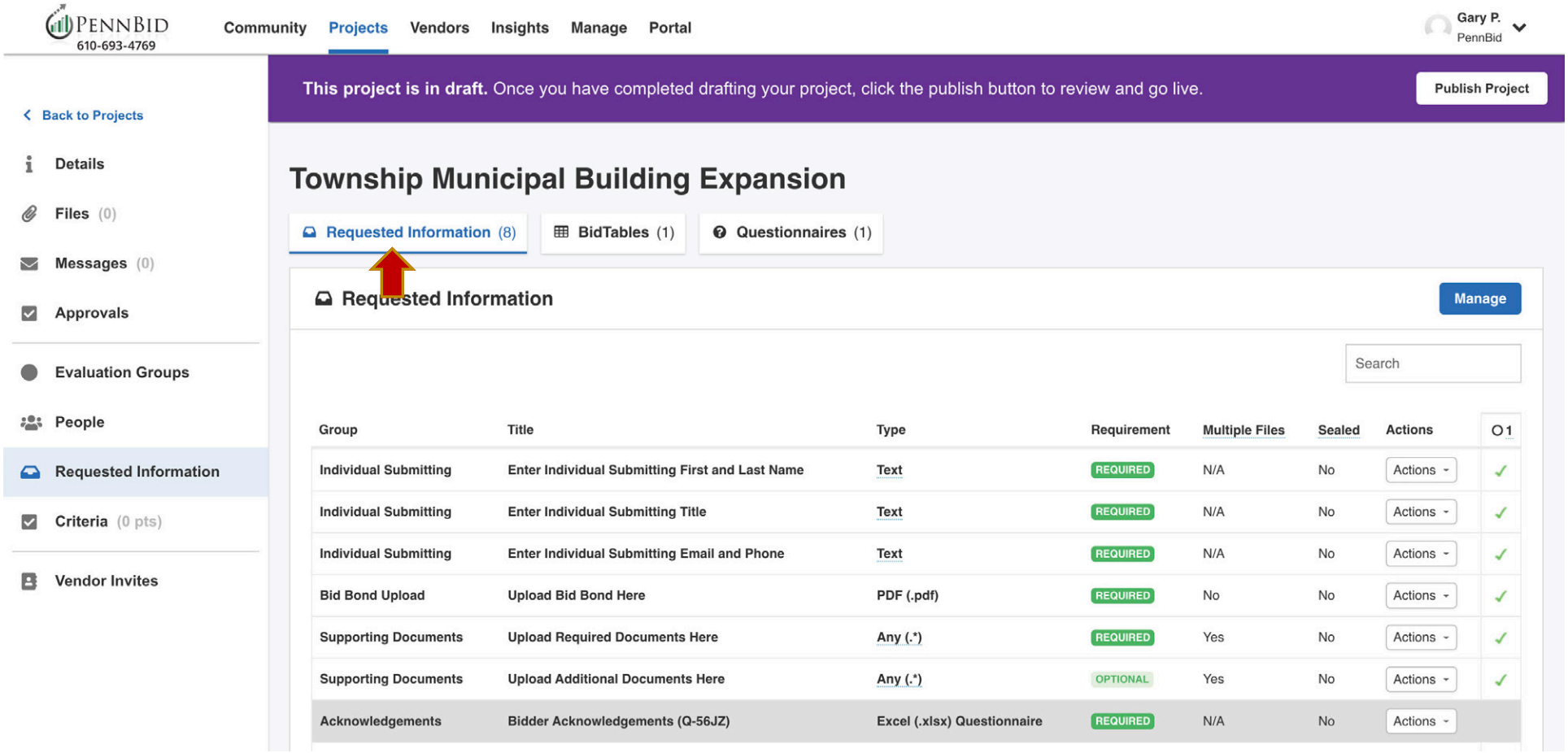
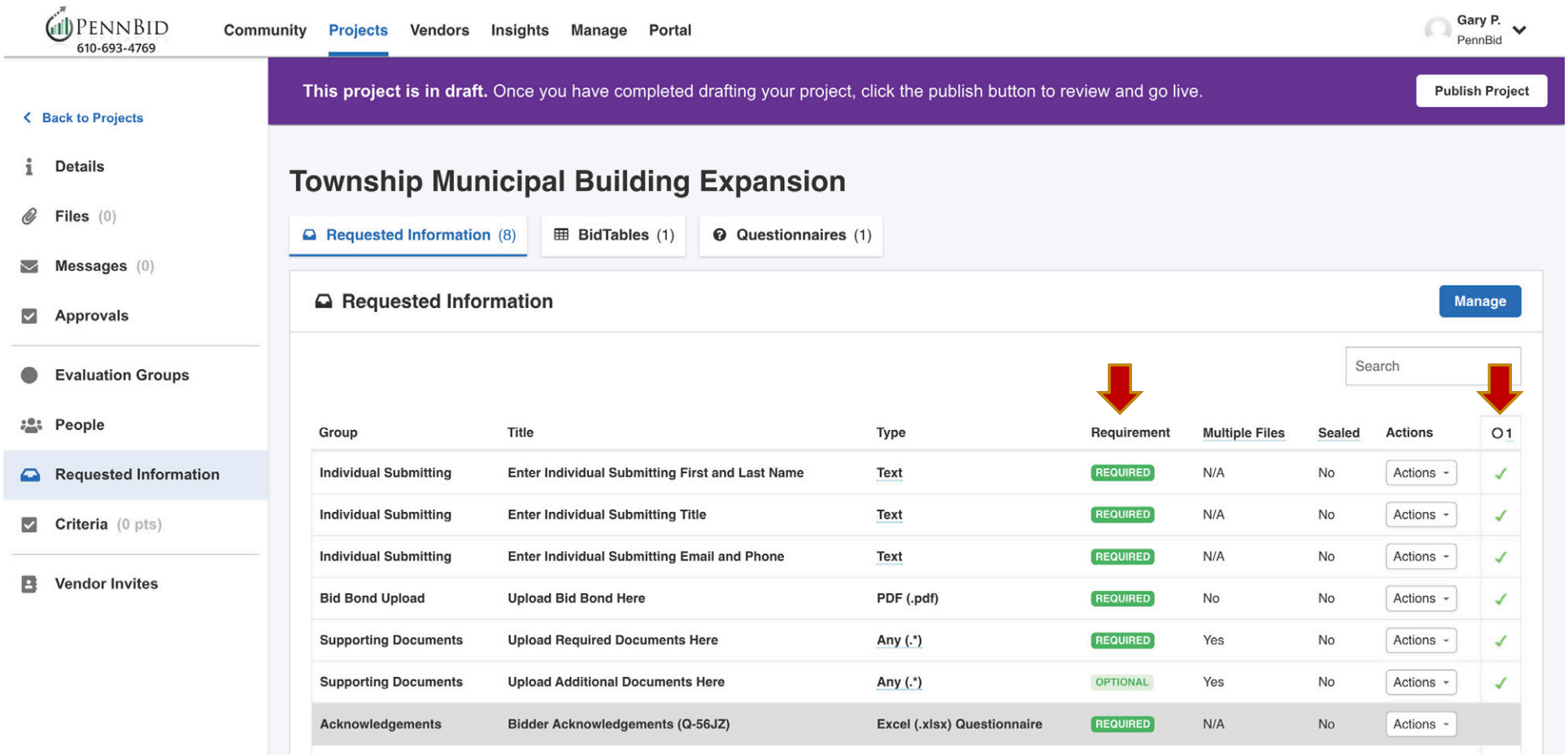
Requested Information Section

Select the **Requested Information** section. There are 3 tabs here including **Requested Information**, **BidTables**, and **Questionnaires**. This screen contains all the required information for the bidders to complete their bid submission.

Requested Information Tab

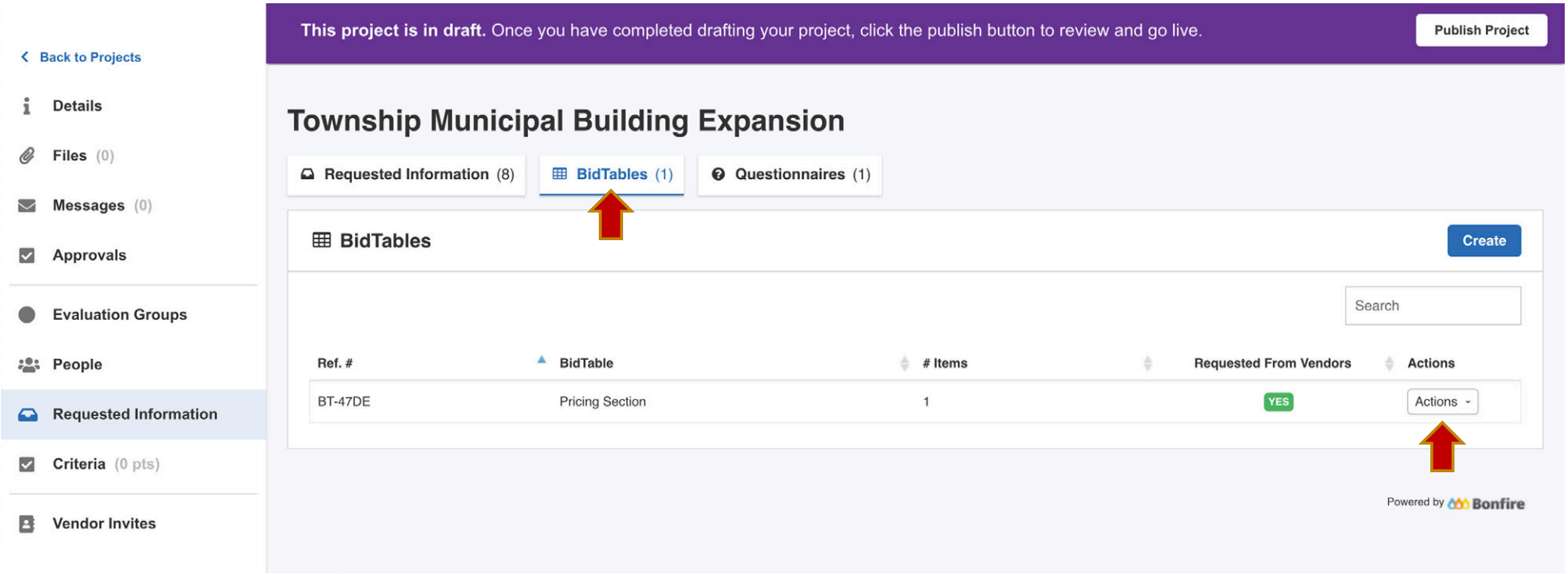


In the **Requested Information** tab make sure each item is correctly labeled as **REQUIRED** or **OPTIONAL**. Also verify that all items are assigned to an **Evaluation Group**. Once the **Requested Information** tab has been checked, select the **BidTables** tab.



Bid Tables Tab

The pricing portion(s) or **BidTables** related to your project are located here. Click the **Actions** button to the right of any **BidTable** to review it. Click **Edit** from the drop-down menu to enter editing mode for each **BidTable**. Review all pricing information for accuracy. After reviewing the **BidTables** tab, select the **Questionnaires** tab.



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Pricing Section (BT-39DQ)

Move to Basket | Add Column | Add Basket | Add Item | Bulk Import | Actions | Back to Project

	#	Description	Purchaser Columns		Vendor Columns			Actions
			Unit of Measure	Quantity Required	Unit Price	Adder for Proposed Alternate …	Deduct for Proposed Al	
☑	1	Administration Building Generator (4)			-	-	-	
☑	#1-1	Mobalization and Demobalization	LS	1	-	-	-	
☑	#1-2	Diesel Generator Set for the Administration …	LS	1	-	-	-	
☑	#1-3	Automatic Transfer Switch (ATS) for Administ…	LS	1	-	-	-	
☑	#1-4	All Other Work and Materials for Administrati…	LS	1	-	-	-	
☑	2	Proposed Substitution to base Bid (2)			-	-	-	
☑	#2-1	Diesel Generator Set For HWSA Administrati…	LS	1	-	-	-	
☑	#2-2	Automatic Transfer Switch (ATS) For HWSA …	LS	1	-	-	-	

Sample BidTable in Edit mode. You can see the line item Description, Unit of Measure, and Quantitiy Required columns. Bidders will enter thier Unit Price when they download the Excel file.

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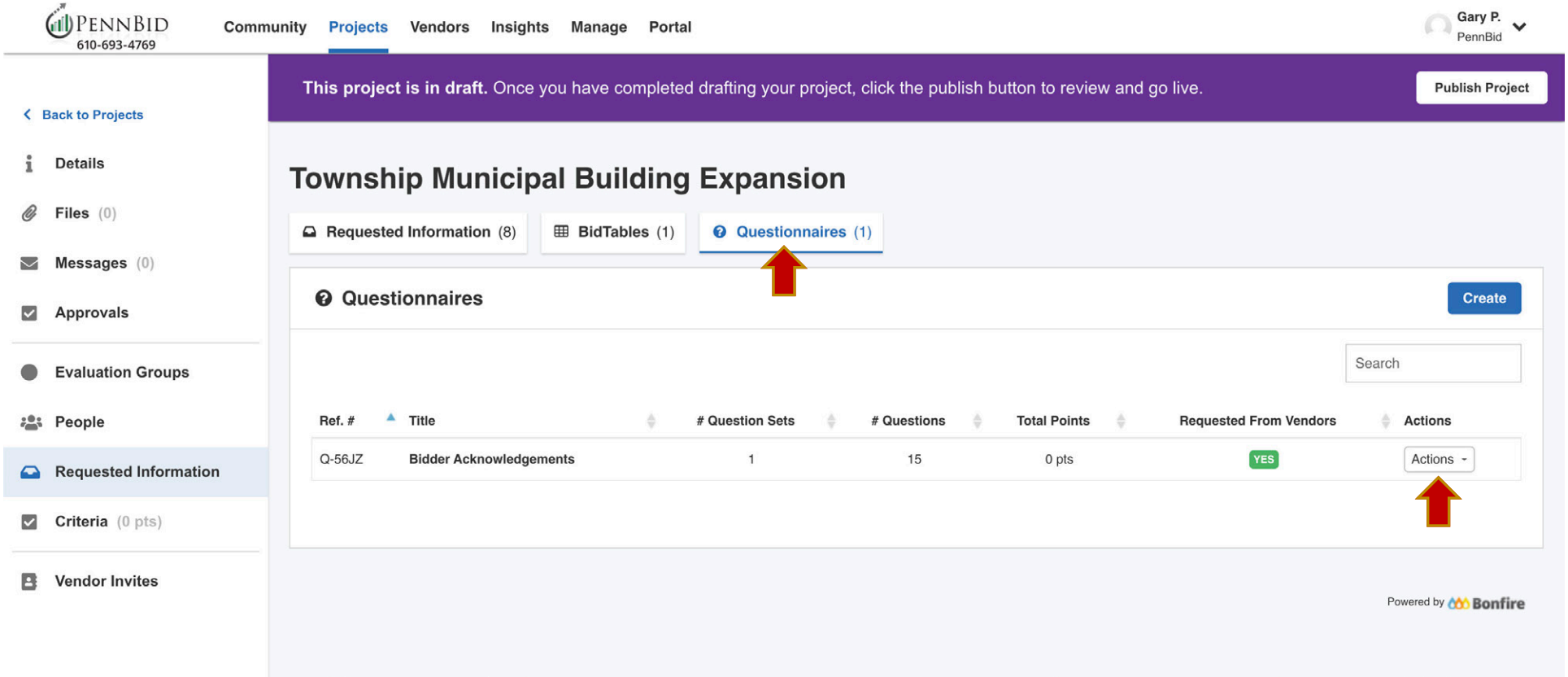
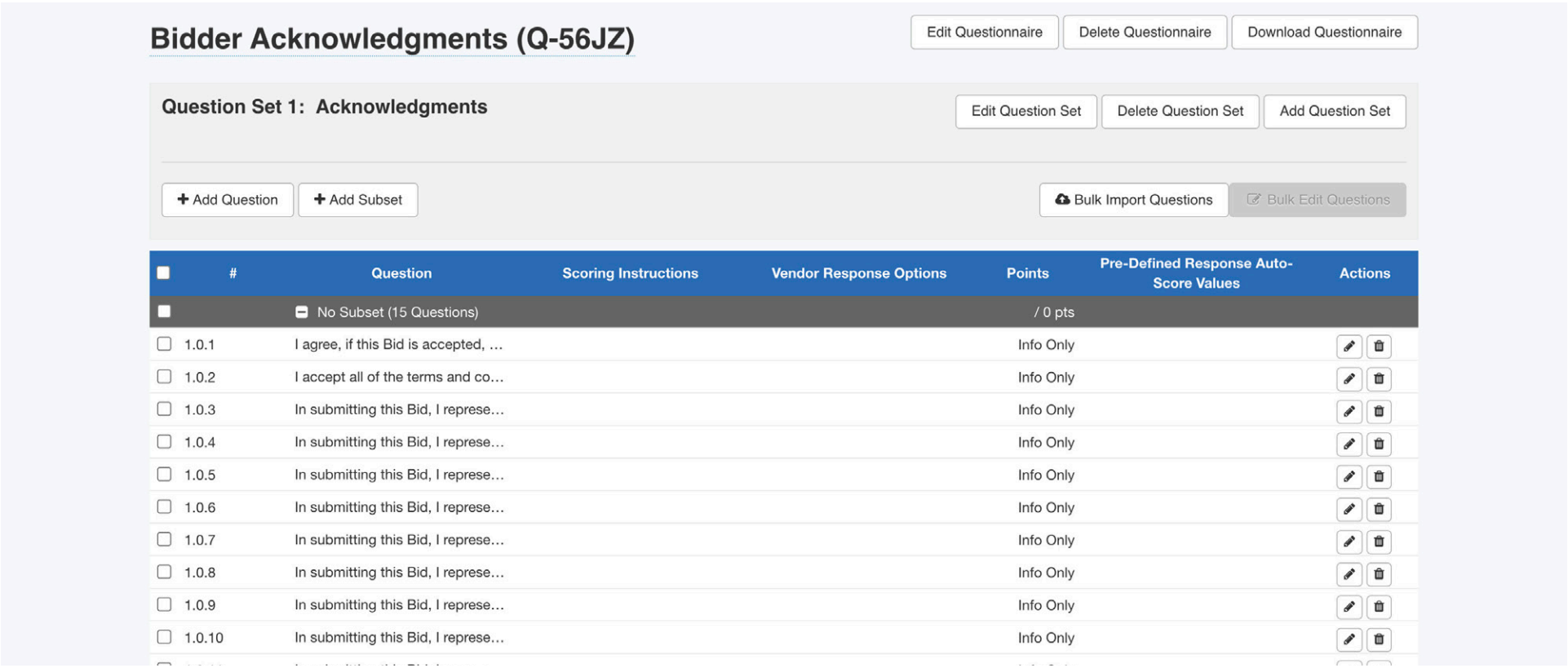
Questionnaires Tab

The bidder acknowledgment(s) or **Questionnaires** related to your project are located here. Click the **Actions** button to the right of any **Questionnaire** to review it. Click **Edit** from the drop-down menu to enter editing mode for each **Questionnaire**. Review all bidder acknowledgments and questions for accuracy.





Sample Questionnaire in Edit mode

PLEASE NOTE:

(1) If you are reviewing an **MCD (Multi-Category Decision)** or **Multiple Contract Solicitation** please continue to ***Page 10***.

(2) If you are reviewing a **Single Contract** project, please proceed to ***Page 16***.

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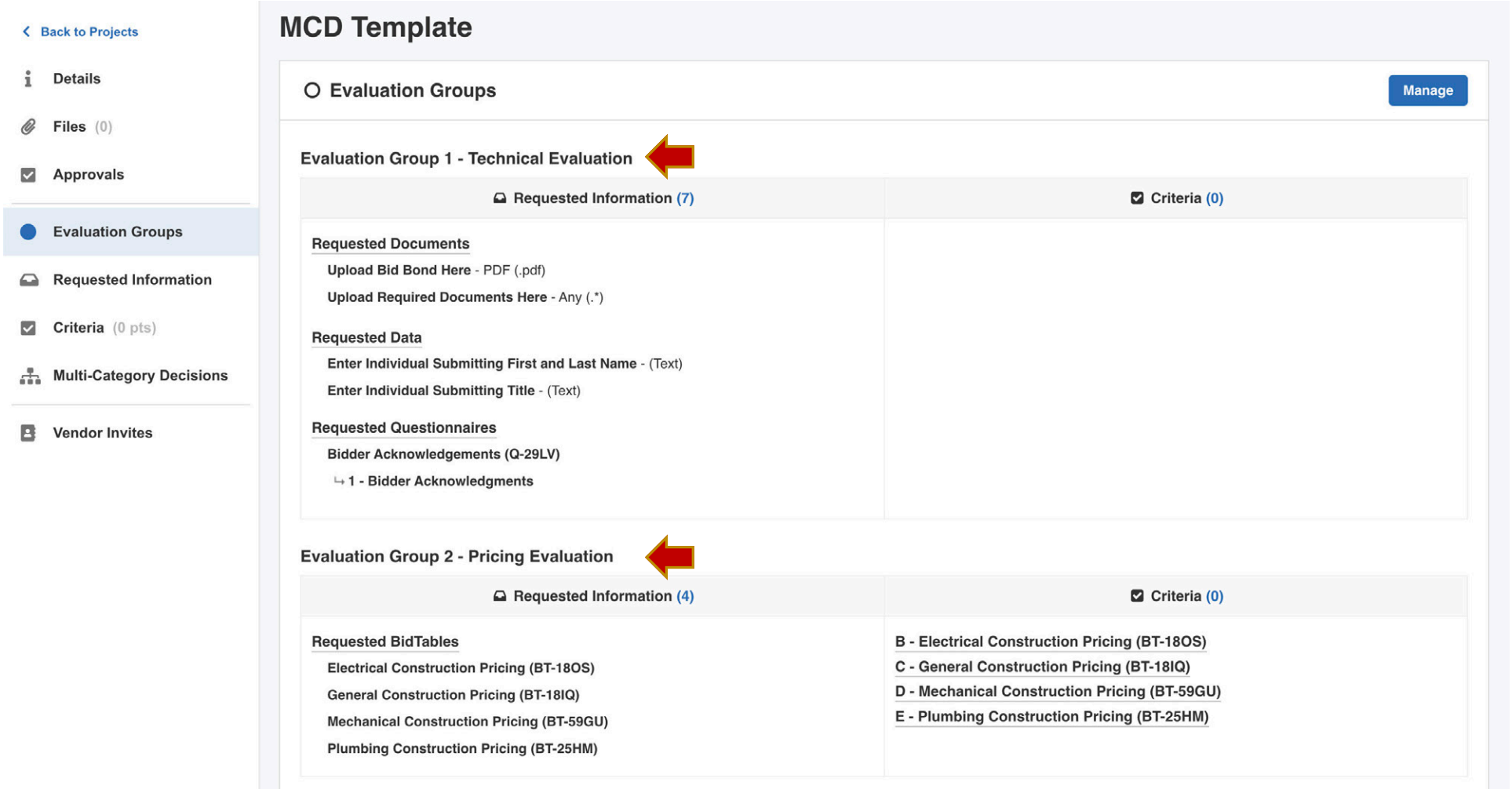
Evaluation Groups Section

Within an MCD project there will be two (2) **Evaluation Groups**.

– Technical Evaluation for bidder submitted content including: **Requested Documents**, **Requested Data**, and **Requested Questionnaires**.
– Pricing Evaluation for all **Requested BidTables** required for your project.

Make sure that all of your pricing **BidTables** are assigned to **Evaluation Group 2 - Pricing Evaluation**.



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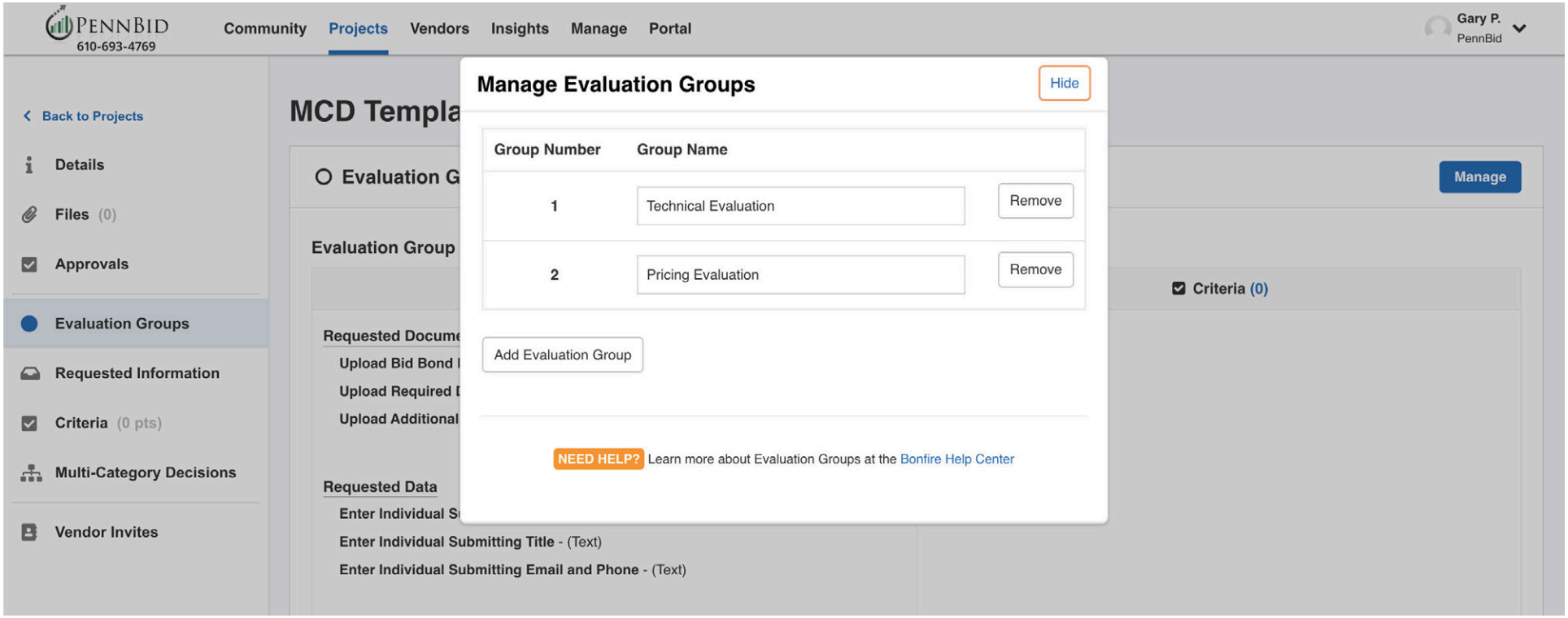
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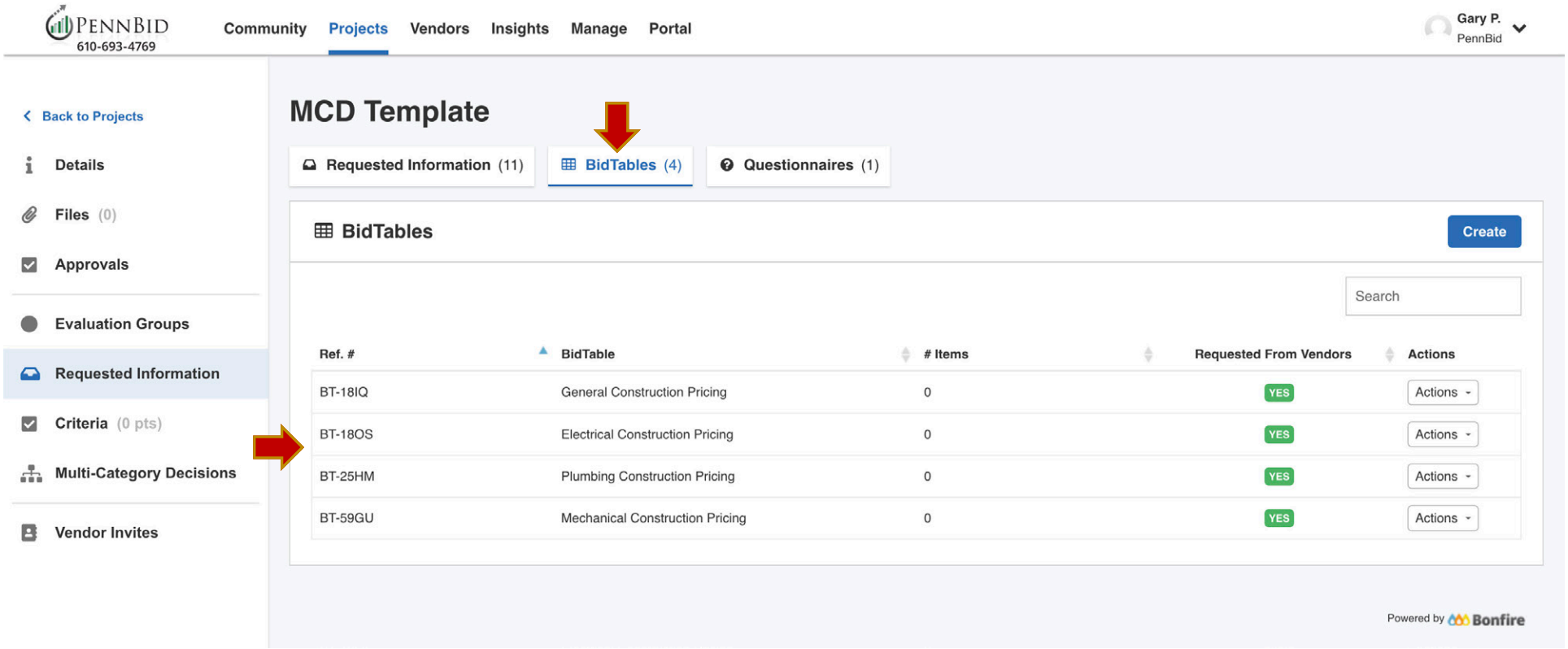
Community
Projects
Vendors
Insights
Manage
Portal
Gary P.
PennBid
Back to Projects
Details
Files (0)
Approvals
Evaluation Groups
Requested Information
Criteria (0 pts)
Multi-Category Decisions
Vendor Invites
MCD Templa
Evaluation G
Manage
Evaluation Group
Criteria (0)
Requested Docume
Upload Bid Bond
Upload Required
Upload Additional
Requested Data
Enter Individual S
Enter Individual Submitting Title - (Text)
Enter Individual Submitting Email and Phone - (Text)
Manage Evaluation Groups
Hide
Group Number
Group Name
1
Technical Evaluation
Remove
2
Pricing Evaluation
Remove
Add Evaluation Group
NEED HELP?
Learn more about Evaluation Groups at the Bonfire Help Center

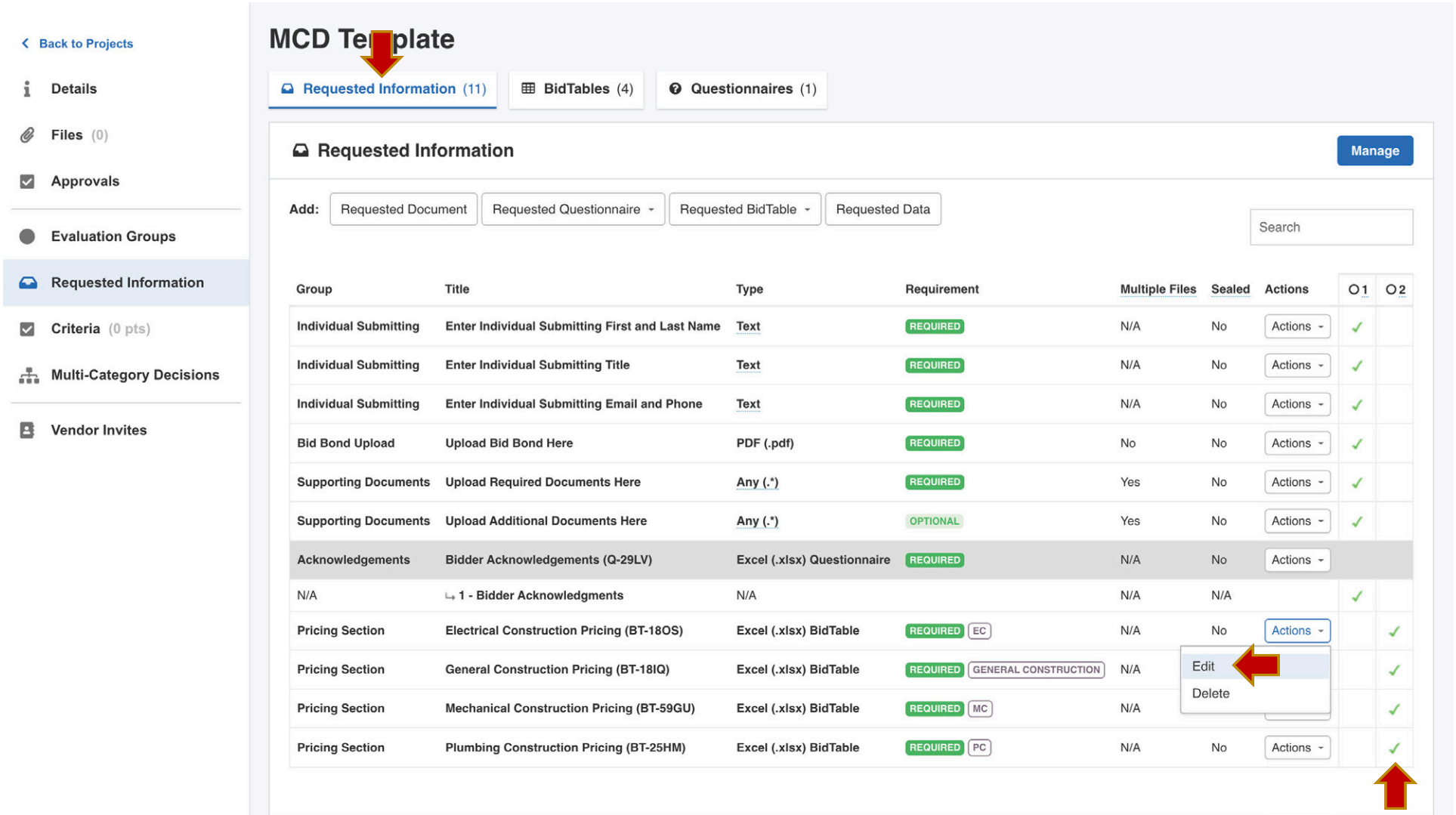
Requested Information Section

In the **BidTables tab**, there should be a separate **BidTable** for each contract. Make sure that all required **BidTables** exist and the Pricing information is populated and accurate to your Bid Form.



In the **Requested Information tab**, make sure that your pricing **BidTables** are mapped to the correct **Pricing Section**. Pricing Section mapping is managed by clicking the **Actions** button. Select the **Edit** option, and the appropriate **BidTable** is matched to the correct **Contract**. This allows **bidders** to select and bid only on the contracts they are interested in.

Verify that the **BidTables** are assigned to the **Pricing Evaluation**.



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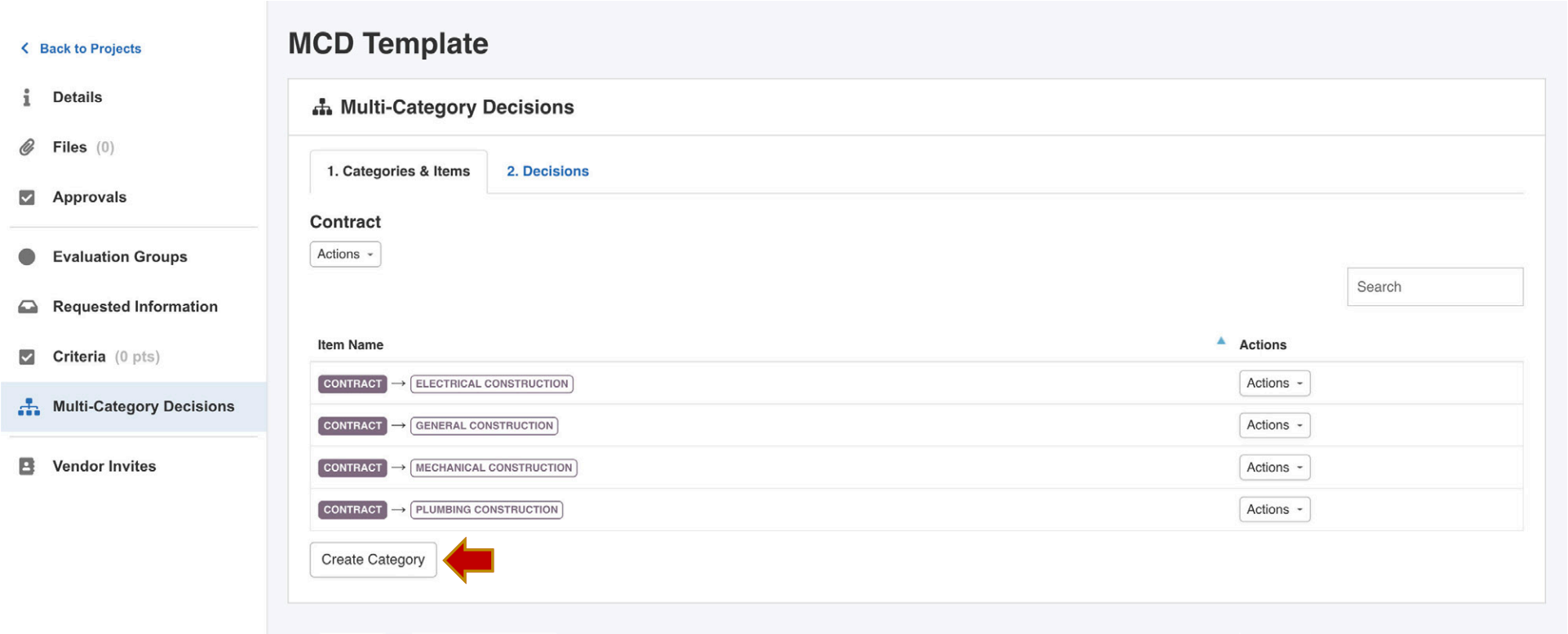
Multi-Category Decisions Section

Categories & Items –Make sure that **Categories & Items** are set to **Contract**, and that all contracts related to your project are listed and correctly assigned. New **Categories** are added by clicking the **Create Category** button.



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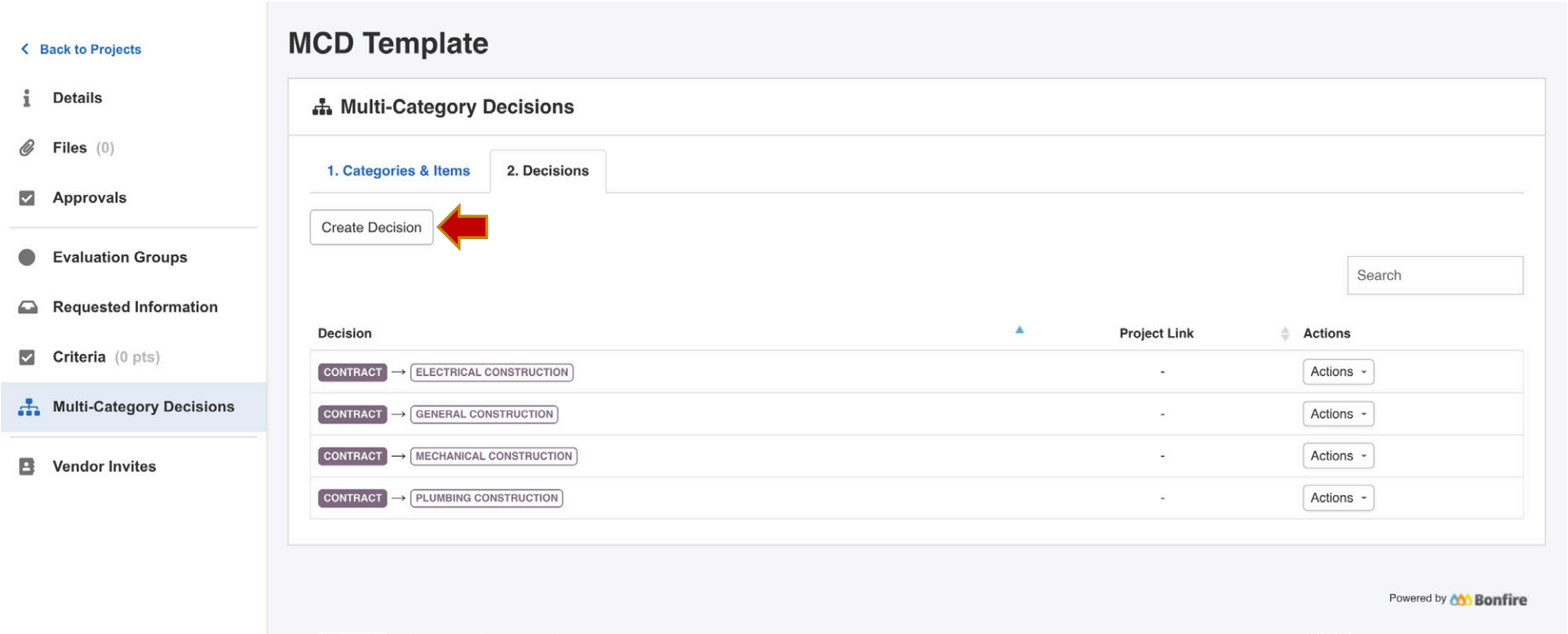
Decisions –Make sure all **Contracts** are also listed here. The **Decisions** allow you to map contracts to the **Categories** associated with your project. New **Decisions** are added by clicking the **Create Decision** button.



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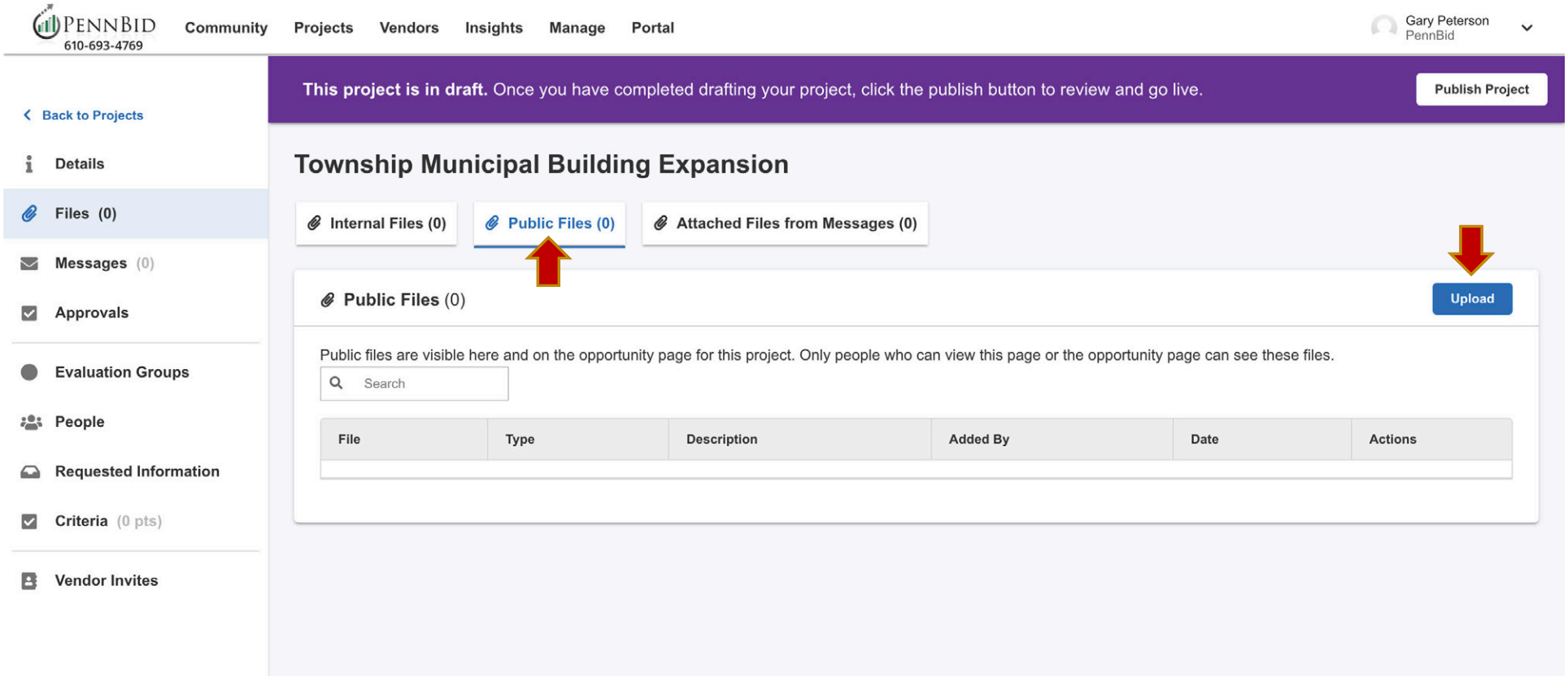
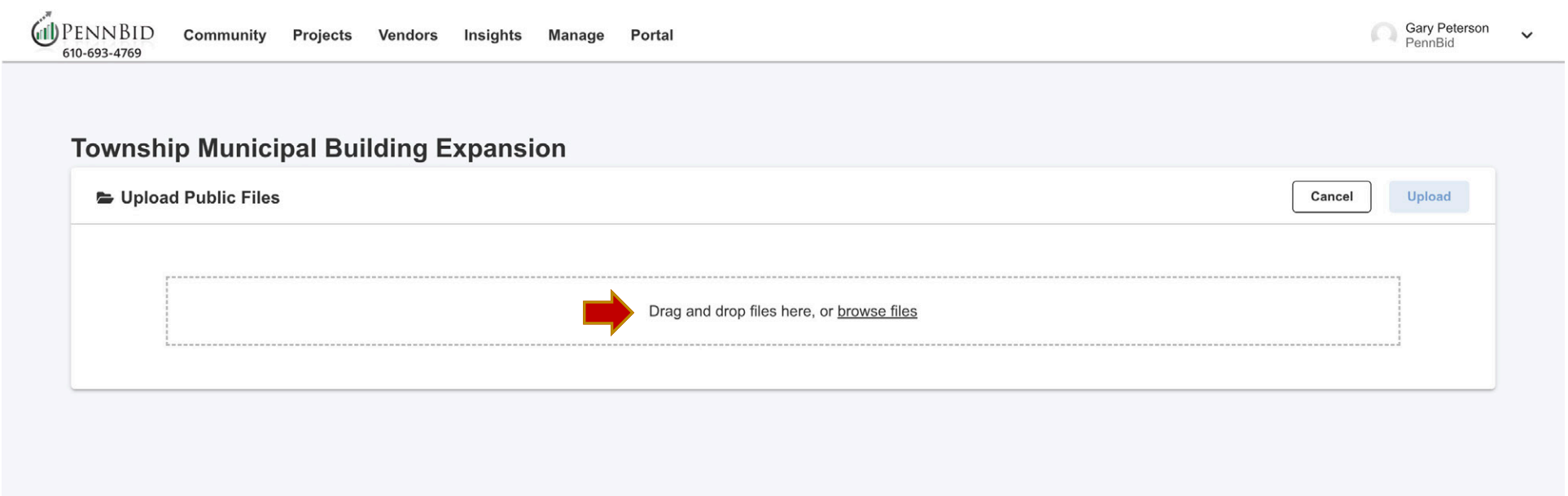
Files Section

Select the **Files** section. You will upload all final versions of project documents here to be available to bidders to download. This includes, but is not limited to: the advertisement, plans, specs, instructions to bidders, blank required documents for bidders to fill out, etc.

Note: We recommend uploading regular documents in PDF format, as these can't be altered in any way.

There are 3 tabs here including **Internal Files**, **Public Files**, and **Attached Files from Messages**. All files meant for public (vendor/bidder) view and download must be uploaded into the **Public Files** tab.





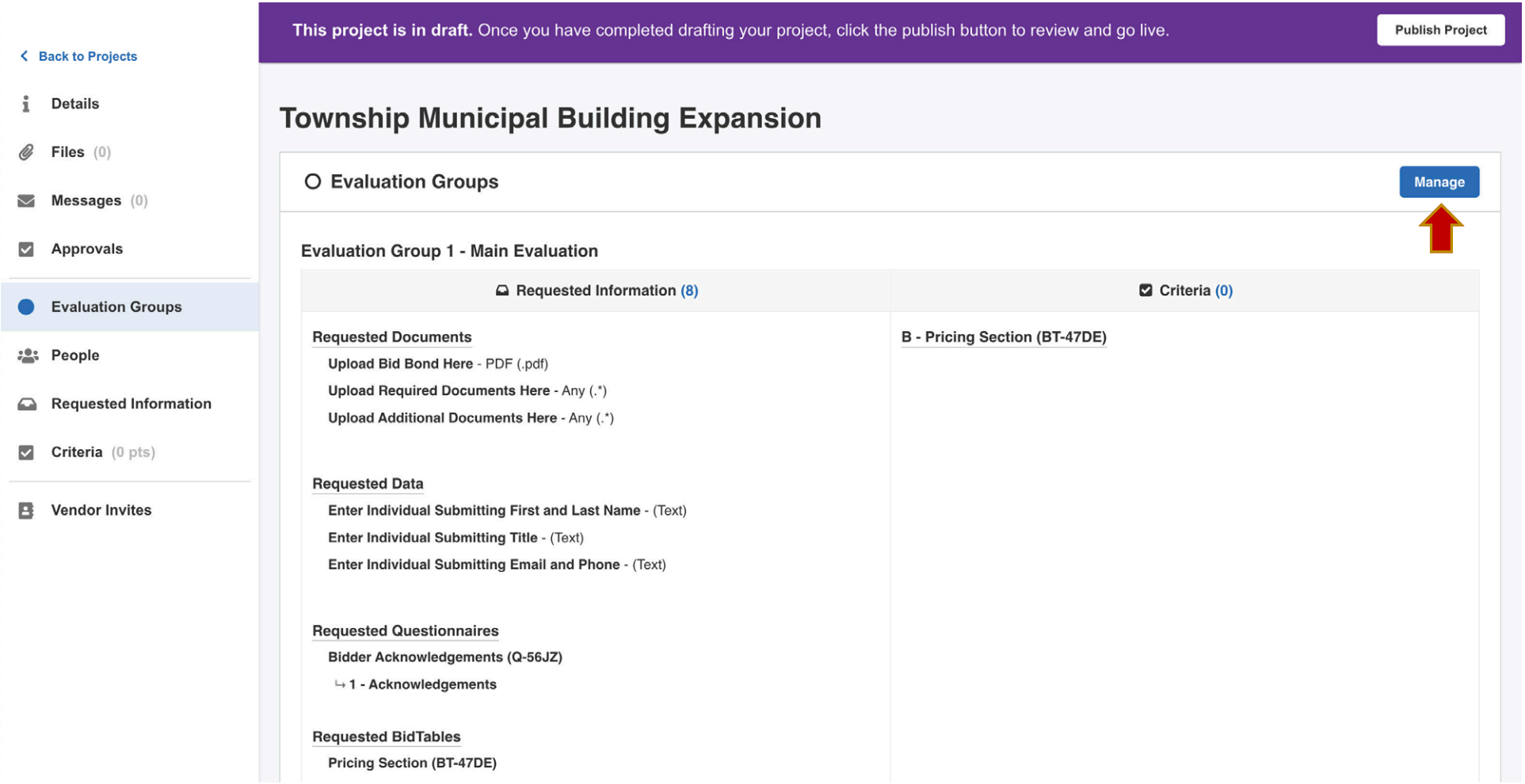
To add files for bidders, click on the **Public Files** tab and then click the blue **Upload** button on the right of the screen. Simply drag your files straight into the "Drag and Drop Files Here" box or browse files from your computer.

Note: Files will auto sort alpha numerically; please label accordingly and/or upload zip files to create a fixed file organization structure.

Evaluation Groups Section (Single Contract)

Within a single contract project there will typically be a single **Evaluation Group**.

In the **Evaluation Group 1 - Main Evaluation** you see all items to be **Released** when a project is unsealed including: **Requested Documents**, **Requested Data**, and **Requested Questionnaires** and **Requested BidTables (Pricing Section)**.



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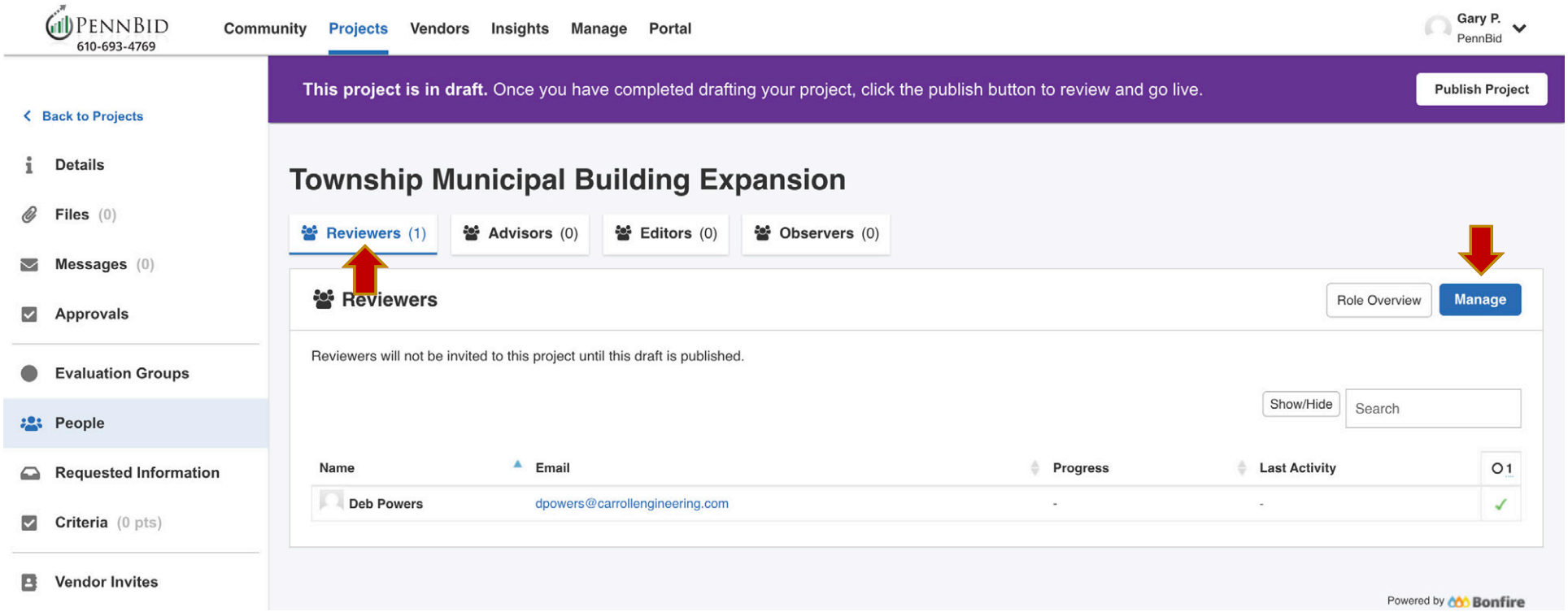
People Section

Select the **People** section. This is where you will add individuals to be **Reviewers**, **Advisors**, or **Observers** of your project.

Reviewers – Can view basic components of the project and is **required for anyone who is reviewing /evaluating submitted bids**, bid information, score criteria, and read documents assigned to their **Evaluation Groups**.
* This is the most commonly selected role and one **Reviewer must be included to Release** (or open) the bid.

Advisors – Have the same functions as reviewers but only with projects that they have been specifically invited to.

Observers – Can view all components of a project draft or a published project including all the scores. Project observer is a read-only role.



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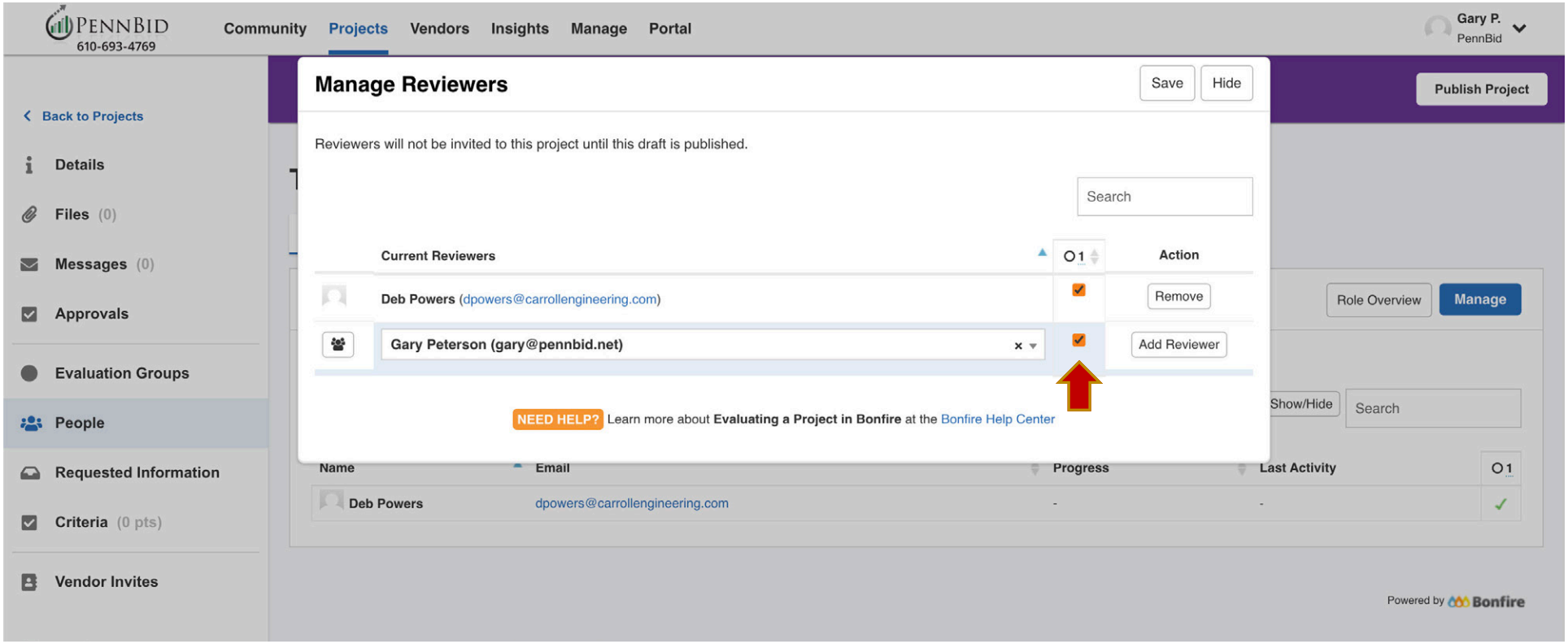
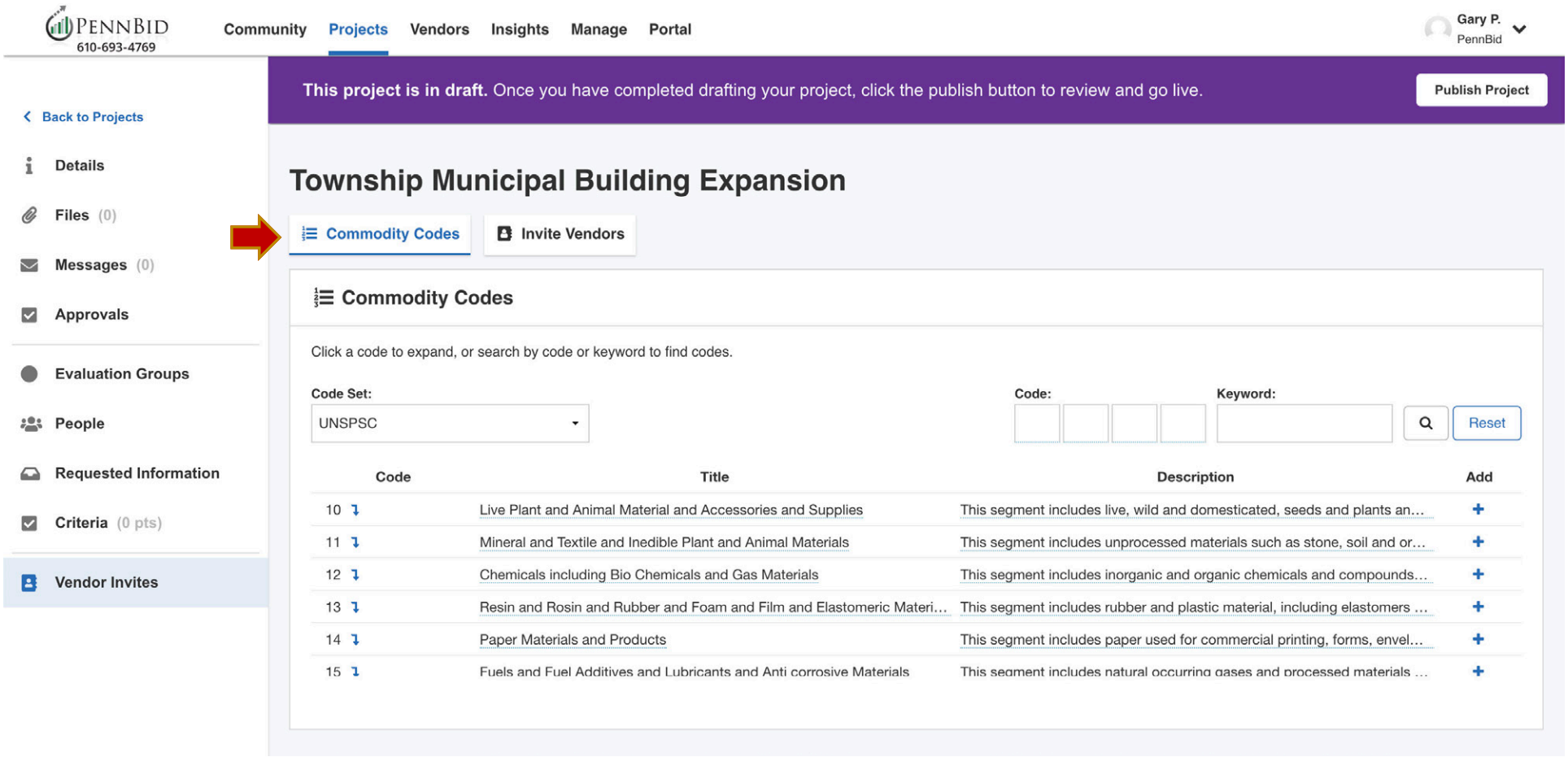


By clicking on the blue **Manage** button, you will be able to add **People** and assign their **Roles** to your project. Make sure you select the correct **Evaluation Group** for every **Person** added.

Vendor Invites Section

Select the **Vendor Invites** section. This is where you choose which relevant **Commodity Codes** should be utilized for the services or products required in your solicitation. The codes you choose determine the vendor audience that is reached based on the **Commodity Codes** vendors selected when they self-registered with PennBid. This will "invite" the correct Vendors/Bidders to submit for your project.



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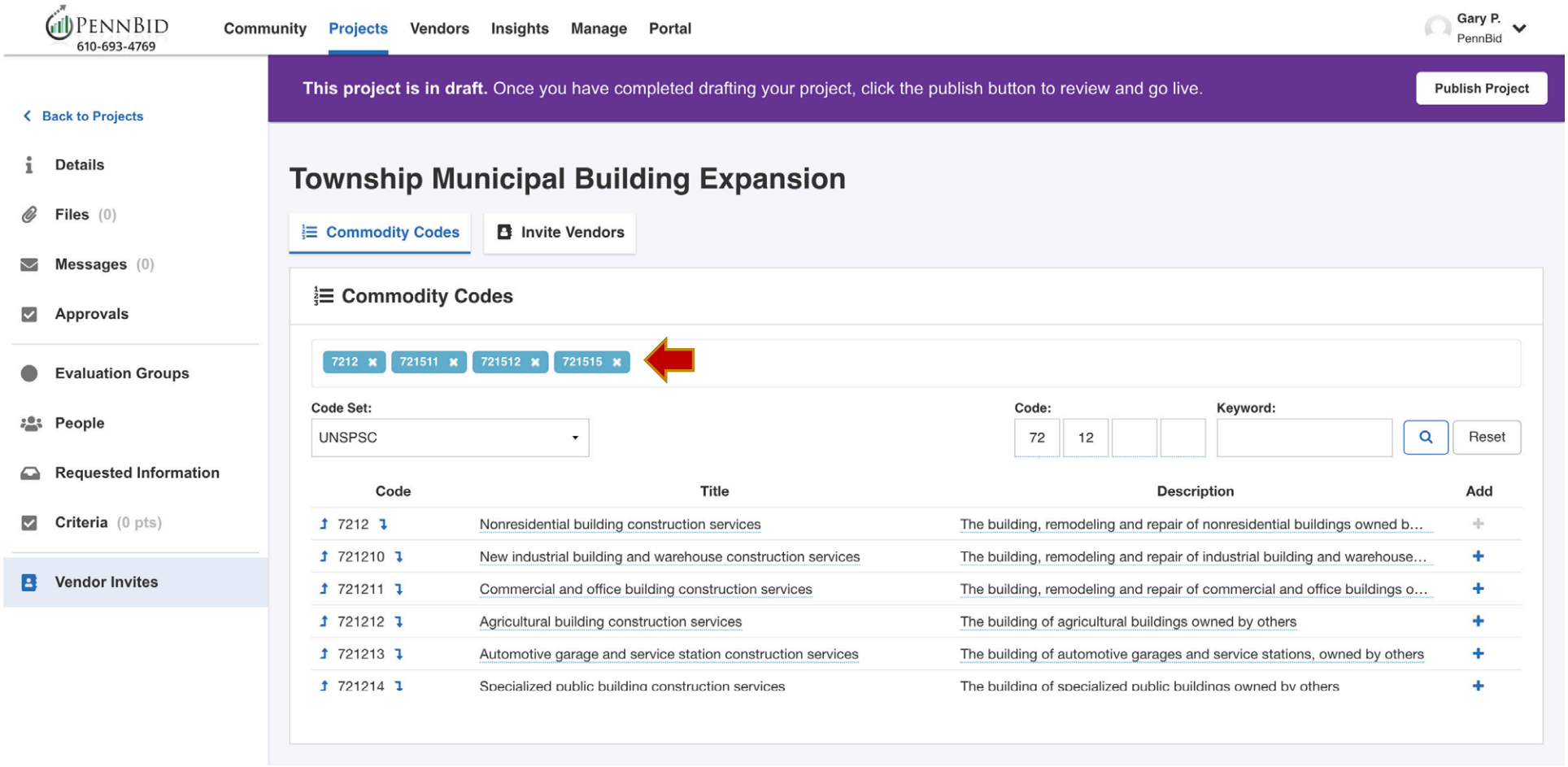
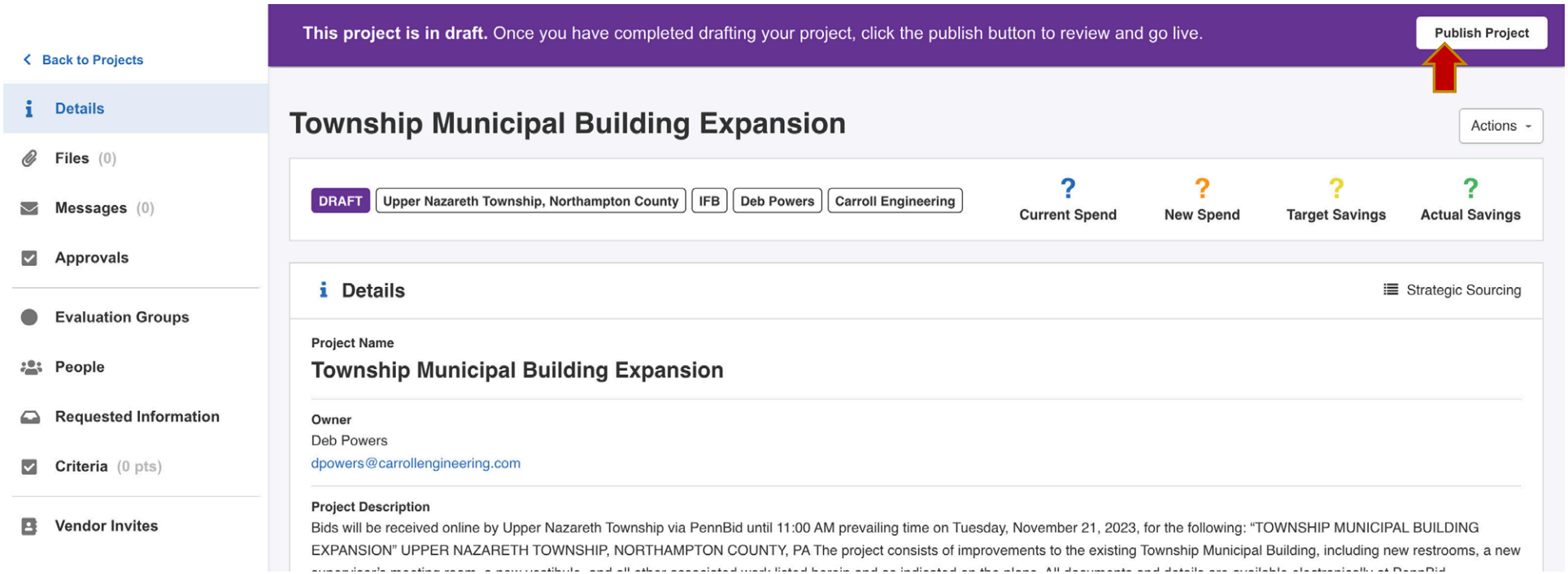


We recommend using **four (4) or six (6) Digit Codes (ex. 72 14 / 72 15 11)**. This will ensure a broader range of Bidders are reached once your project is **OPEN**. There is no limit to the quantity of **Commodity Codes** you utilize.

Getting Ready to Go Live

Now that the project information has been reviewed and documents have been uploaded, the final step is to head back to the **Details** section to **Publish** your project. At the top of the **Details** screen in a purple banner, you simply click the **Publish Project** button. This will allow your project to "go live" on the **Open Date** specified in your project setup.

*Note: If the published button is NOT CLICKED, the project will **not** go live regardless of the scheduled date and time. Once a project has been published, it cannot be unpublished.*



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