

# New Project Review (Single & Multi Contract Projects)

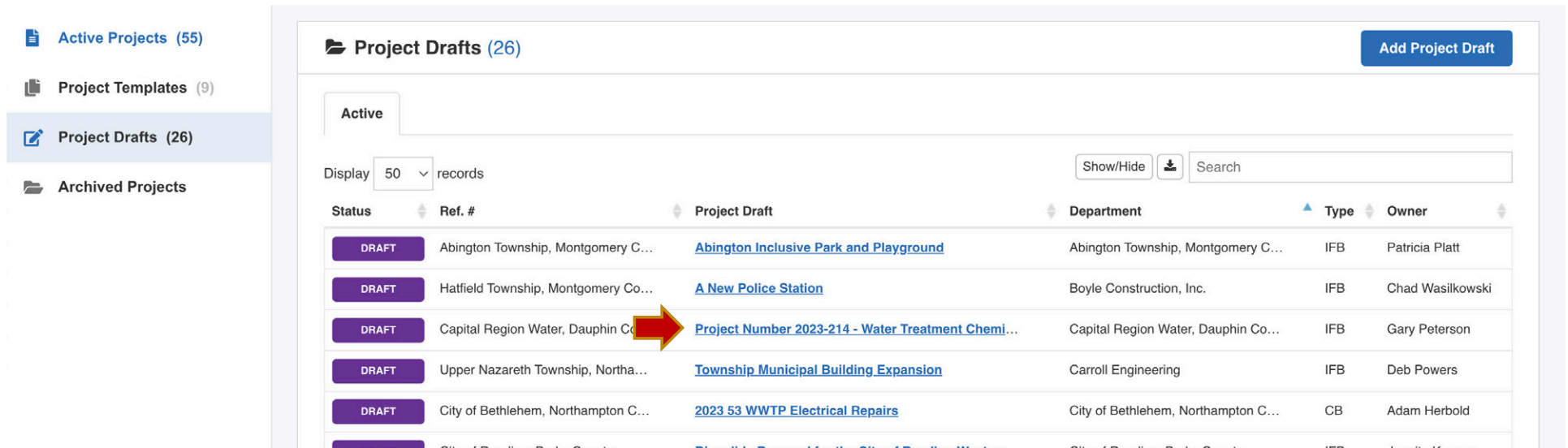
**New Project Review** – The process of reviewing your project for accuracy, adding documents, and finalizing details so that the project is ready to “go live” in the system.

## 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.



Status	Ref. #	Project Draft	Department	Type	Owner
DRAFT	Abington Township, Montgomery C...	<a href="#">Abington Inclusive Park and Playground</a>	Abington Township, Montgomery C...	IFB	Patricia Platt
DRAFT	Hatfield Township, Montgomery Co...	<a href="#">A New Police Station</a>	Boyle Construction, Inc.	IFB	Chad Wasilkowski
DRAFT	Capital Region Water, Dauphin Co...	<a href="#">Project Number 2023-214 - Water Treatment Chemi...</a>	Capital Region Water, Dauphin Co...	IFB	Gary Peterson
DRAFT	Upper Nazareth Township, Northa...	<a href="#">Township Municipal Building Expansion</a>	Carroll Engineering	IFB	Deb Powers
DRAFT	City of Bethlehem, Northampton C...	<a href="#">2023 53 WWTP Electrical Repairs</a>	City of Bethlehem, Northampton C...	CB	Adam Herbold
DRAFT	City of Reading, Berks County...	<a href="#">Recycled Debris for the City of Reading West...</a>	City of Reading, Berks County...	IFB	Kevin K...

← Back to Projects

**i Details**

- Files (0)
- Messages (0)
- Approvals
- Evaluation Groups
- People
- Requested Information
- Criteria (0 pts)
- Vendor Invites

This project is in draft. Once you have completed drafting your project, click the publish button to review and go live. Publish Project

## Township Municipal Building Expansion Actions ▾

DRAFT
Upper Nazareth Township, Northampton County
IFB
Deb Powers
Carroll Engineering

?  
Current Spend
 ?  
New Spend
 ?  
Target Savings
 ?  
Actual Savings

**i Details** ☰ Strategic Sourcing

**Project Name**  
Township Municipal Building Expansion

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**Owner**  
Deb Powers  
[dpowers@carrollengineering.com](mailto:dpowers@carrollengineering.com)

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**Project Description**  
Bids will be received online by Upper Nazareth Township via PennBid until 11:00 AM prevailing time on Tuesday, November 21, 2023, for the following: "TOWNSHIP MUNICIPAL BUILDING EXPANSION" UPPER NAZARETH TOWNSHIP, NORTHAMPTON COUNTY, PA The project consists of improvements to the existing Township Municipal Building, including new restrooms, a new 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

## 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.

 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.

<b>Public Document Takers</b> <input checked="" type="checkbox"/>	<b>Multi-Category Decisions</b> <input checked="" type="checkbox"/>	<b>Advanced Algorithms</b> <input checked="" type="checkbox"/>	<b>Consensus Scoring</b> <input checked="" type="checkbox"/>
<b>Submission Type:</b> Excel Submission	<b>Rank Analysis</b> <input checked="" type="checkbox"/>	<b>Subcontractor Listing</b> <input checked="" type="checkbox"/>	
<b>Current Spend</b>	<b>Target Savings</b>	<b>Budget</b>	<b>New Spend</b>
-	-	-	-



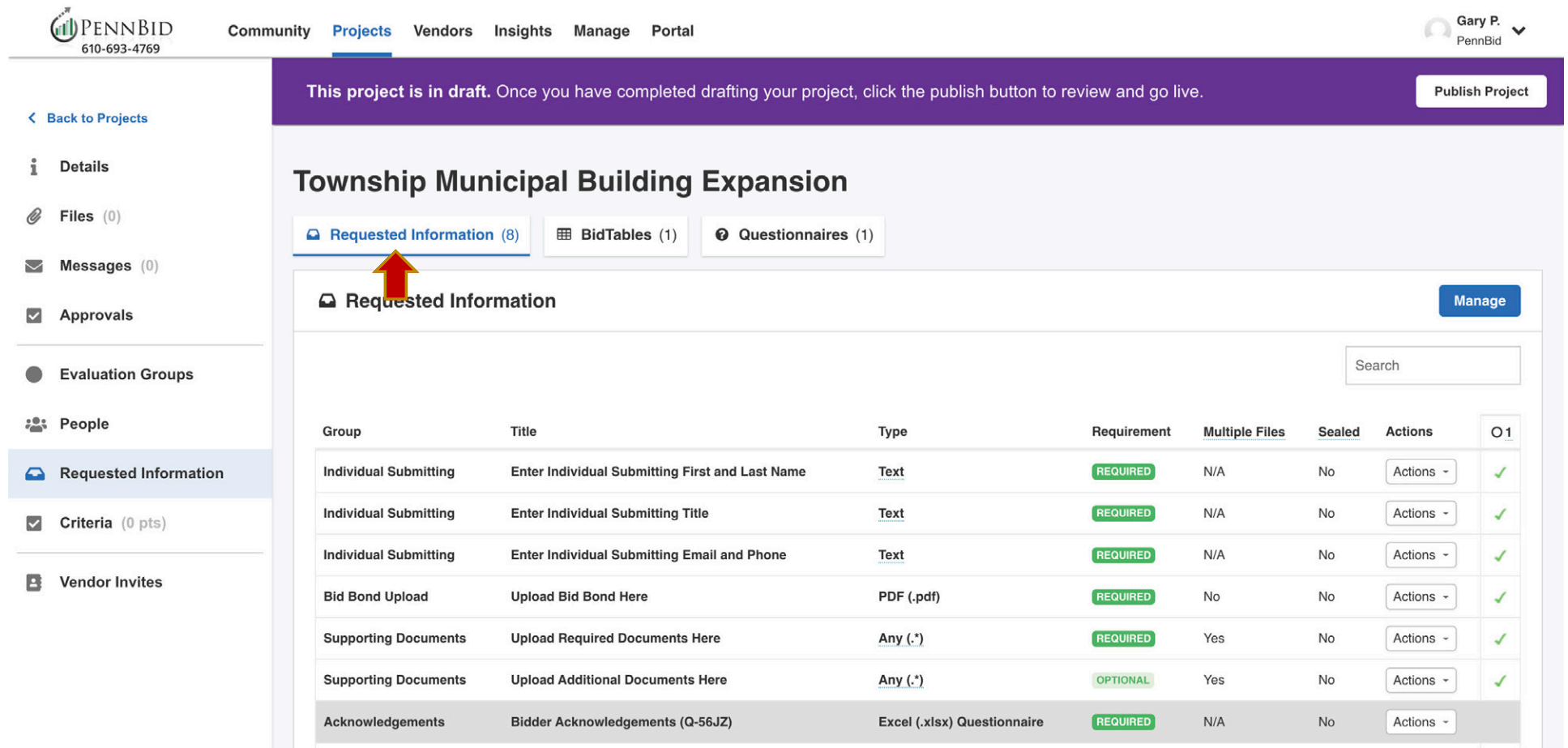
### Events

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

## 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




The screenshot shows the PENNBID web interface. At the top, there is a navigation bar with 'Community', 'Projects', 'Vendors', 'Insights', 'Manage', and 'Portal'. The user is logged in as 'Gary P. PennBid'. A purple banner at the top of the project page states: 'This project is in draft. Once you have completed drafting your project, click the publish button to review and go live.' with a 'Publish Project' button.

The main heading is 'Township Municipal Building Expansion'. Below it are three tabs: 'Requested Information (8)', 'BidTables (1)', and 'Questionnaires (1)'. A red arrow points to the 'Requested Information' tab.


The 'Requested Information' section contains a table with the following data:

Group	Title	Type	Requirement	Multiple Files	Sealed	Actions	O 1
Individual Submitting	Enter Individual Submitting First and Last Name	Text	REQUIRED	N/A	No	Actions -	✓
Individual Submitting	Enter Individual Submitting Title	Text	REQUIRED	N/A	No	Actions -	✓
Individual Submitting	Enter Individual Submitting Email and Phone	Text	REQUIRED	N/A	No	Actions -	✓
Bid Bond Upload	Upload Bid Bond Here	PDF (.pdf)	REQUIRED	No	No	Actions -	✓
Supporting Documents	Upload Required Documents Here	Any (*)	REQUIRED	Yes	No	Actions -	✓
Supporting Documents	Upload Additional Documents Here	Any (*)	OPTIONAL	Yes	No	Actions -	✓
Acknowledgements	Bidder Acknowledgements (Q-56JZ)	Excel (.xlsx) Questionnaire	REQUIRED	N/A	No	Actions -	

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.


**PENNBID**  
 610-693-4769


[Community](#) [Projects](#) [Vendors](#) [Insights](#) [Manage](#) [Portal](#)

 Gary P. PennBid

This project is in draft. Once you have completed drafting your project, click the publish button to review and go live. Publish Project

## Township Municipal Building Expansion

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

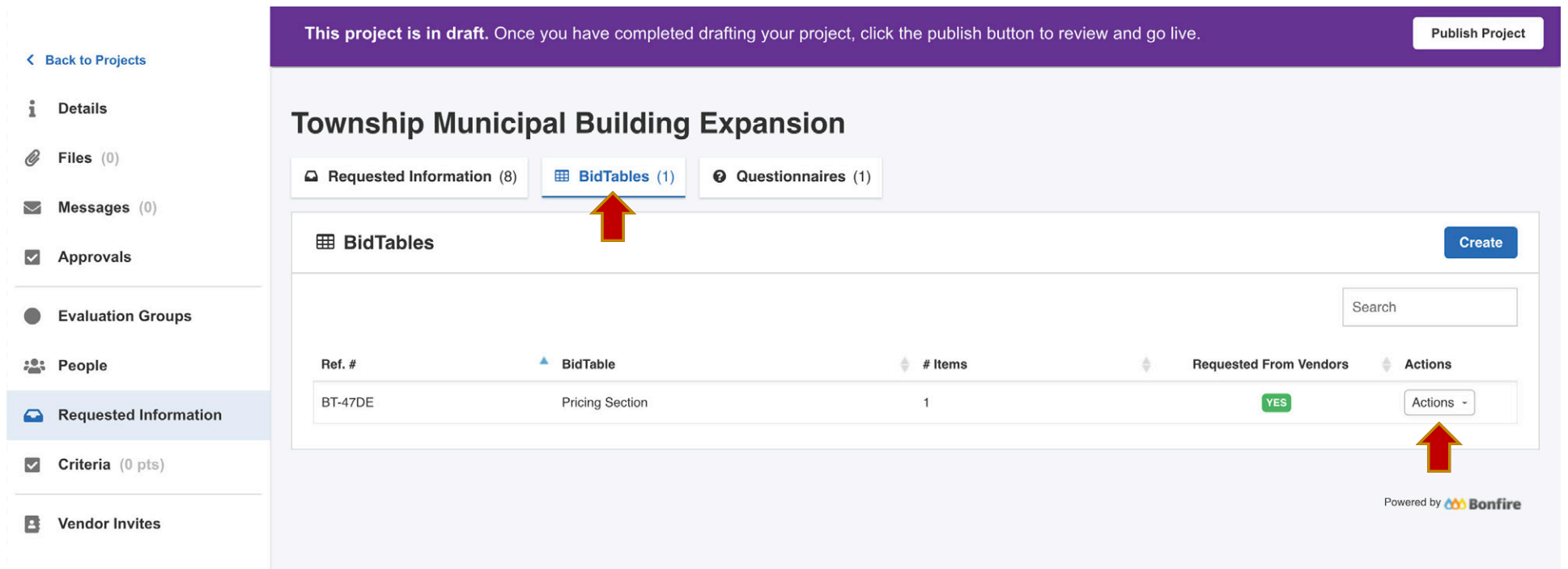
 **Requested Information**

Manage

Group	Title	Type	Requirement	Multiple Files	Sealed	Actions	O 1
Individual Submitting	Enter Individual Submitting First and Last Name	Text	REQUIRED	N/A	No	Actions -	✓
Individual Submitting	Enter Individual Submitting Title	Text	REQUIRED	N/A	No	Actions -	✓
Individual Submitting	Enter Individual Submitting Email and Phone	Text	REQUIRED	N/A	No	Actions -	✓
Bid Bond Upload	Upload Bid Bond Here	PDF (.pdf)	REQUIRED	No	No	Actions -	✓
Supporting Documents	Upload Required Documents Here	Any (*)	REQUIRED	Yes	No	Actions -	✓
Supporting Documents	Upload Additional Documents Here	Any (*)	OPTIONAL	Yes	No	Actions -	✓
Acknowledgements	Bidder Acknowledgements (Q-56JZ)	Excel (.xlsx) Questionnaire	REQUIRED	N/A	No	Actions -	

## 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.



This project is in draft. Once you have completed drafting your project, click the publish button to review and go live. [Publish Project](#)


### Township Municipal Building Expansion

[Requested Information \(8\)](#) [BidTables \(1\)](#) [Questionnaires \(1\)](#)

**BidTables** [Create](#)

Search

Ref. #	BidTable	# Items	Requested From Vendors	Actions
BT-47DE	Pricing Section	1	YES	Actions -

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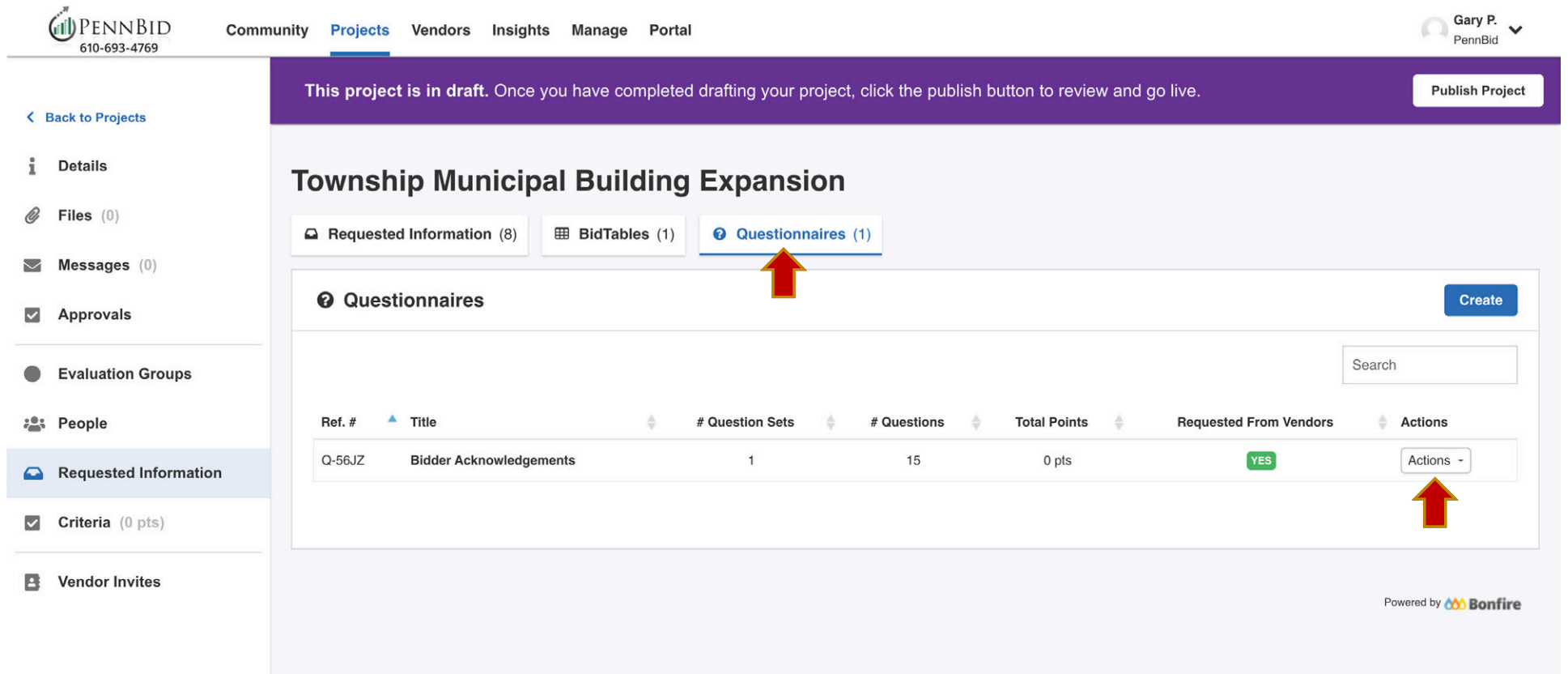
## Pricing Section (BT-39DQ)

		Purchaser Columns		Vendor Columns				
<input checked="" type="checkbox"/>	#	Description	Unit of Measure <small><a href="#">✎</a> <a href="#">🗑</a></small>	Quantity Required <small><a href="#">✎</a> <a href="#">🗑</a></small>	Unit Price <small><a href="#">✎</a> <a href="#">🗑</a></small>	Adder for Proposed Alternate ... <small><a href="#">✎</a> <a href="#">🗑</a></small>	Deduct for Proposed AI <small><a href="#">✎</a> <a href="#">🗑</a></small>	Actions
<input checked="" type="checkbox"/>	1	Administration Building Generator (4)		-	-	-		
<input checked="" type="checkbox"/>	#1-1	Mobalization and Demobalization	LS	1	-	-	-	<a href="#">✎</a>
<input checked="" type="checkbox"/>	#1-2	Diesel Generator Set for the Administration ...	LS	1	-	-	-	<a href="#">✎</a>
<input checked="" type="checkbox"/>	#1-3	Automatic Transfer Switch (ATS) for Administr...	LS	1	-	-	-	<a href="#">✎</a>
<input checked="" type="checkbox"/>	#1-4	All Other Work and Materials for Administrati...	LS	1	-	-	-	<a href="#">✎</a>
<input checked="" type="checkbox"/>	2	Proposed Substitution to base Bid (2)		-	-	-		
<input checked="" type="checkbox"/>	#2-1	Diesel Generator Set For HWSA Administrati...	LS	1	-	-	-	<a href="#">✎</a>
<input checked="" type="checkbox"/>	#2-2	Automatic Transfer Switch (ATS) For HWSA ...	LS	1	-	-	-	<a href="#">✎</a>

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.

## 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.



The screenshot shows the PENNBID web application interface. At the top left is the PENNBID logo and contact information (610-693-4769). The navigation menu includes Community, **Projects**, Vendors, Insights, Manage, and Portal. The user profile for Gary P. PennBid is visible in the top right. A purple banner at the top of the project page states: "This project is in draft. Once you have completed drafting your project, click the publish button to review and go live." with a "Publish Project" button.

The main content area is titled "Township Municipal Building Expansion". Below the title are three tabs: "Requested Information (8)", "BidTables (1)", and "Questionnaires (1)". A red arrow points to the "Questionnaires (1)" tab.

Under the "Questionnaires" tab, there is a "Create" button and a search box. Below the search box is a table with the following columns: Ref. #, Title, # Question Sets, # Questions, Total Points, Requested From Vendors, and Actions.

Ref. #	Title	# Question Sets	# Questions	Total Points	Requested From Vendors	Actions
Q-56JZ	Bidder Acknowledgements	1	15	0 pts	YES	Actions -

A red arrow points to the "Actions" dropdown menu in the table row.

At the bottom right of the page, it says "Powered by Bonfire".



## Bidder Acknowledgments (Q-56JZ)

[Edit Questionnaire](#)
[Delete Questionnaire](#)
[Download Questionnaire](#)

### Question Set 1: Acknowledgments

[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 (15 Questions)				/ 0 pts		
<input type="checkbox"/> 1.0.1	I agree, if this Bid is accepted, ...			Info Only		
<input type="checkbox"/> 1.0.2	I accept all of the terms and co...			Info Only		
<input type="checkbox"/> 1.0.3	In submitting this Bid, I represe...			Info Only		
<input type="checkbox"/> 1.0.4	In submitting this Bid, I represe...			Info Only		
<input type="checkbox"/> 1.0.5	In submitting this Bid, I represe...			Info Only		
<input type="checkbox"/> 1.0.6	In submitting this Bid, I represe...			Info Only		
<input type="checkbox"/> 1.0.7	In submitting this Bid, I represe...			Info Only		
<input type="checkbox"/> 1.0.8	In submitting this Bid, I represe...			Info Only		
<input type="checkbox"/> 1.0.9	In submitting this Bid, I represe...			Info Only		
<input type="checkbox"/> 1.0.10	In submitting this Bid, I represe...			Info Only		

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**.

## 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**.

[← Back to Projects](#)

- 📄 Details
- 📁 Files (0)
- ✅ Approvals
- 🔵 Evaluation Groups
- 📁 Requested Information
- ✅ Criteria (0 pts)
- 👤 Multi-Category Decisions
- 👤 Vendor Invites

### MCD Template


○ Evaluation Groups
Manage

**Evaluation Group 1 - Technical Evaluation** ←

📁 Requested Information (7)	✅ Criteria (0)
<p><b>Requested Documents</b></p> <p>Upload Bid Bond Here - PDF (.pdf)</p> <p>Upload Required Documents Here - Any (.*)</p> <p><b>Requested Data</b></p> <p>Enter Individual Submitting First and Last Name - (Text)</p> <p>Enter Individual Submitting Title - (Text)</p> <p><b>Requested Questionnaires</b></p> <p>Bidder Acknowledgements (Q-29LV)</p> <p>↳ 1 - Bidder Acknowledgments</p>	

**Evaluation Group 2 - Pricing Evaluation** ←

📁 Requested Information (4)	✅ Criteria (0)
<p><b>Requested BidTables</b></p> <p>Electrical Construction Pricing (BT-18OS)</p> <p>General Construction Pricing (BT-18IQ)</p> <p>Mechanical Construction Pricing (BT-59GU)</p> <p>Plumbing Construction Pricing (BT-25HM)</p>	<p><b>B - Electrical Construction Pricing (BT-18OS)</b></p> <p><b>C - General Construction Pricing (BT-18IQ)</b></p> <p><b>D - Mechanical Construction Pricing (BT-59GU)</b></p> <p><b>E - Plumbing Construction Pricing (BT-25HM)</b></p>



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 Template

**Evaluation Groups**

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 Documents**

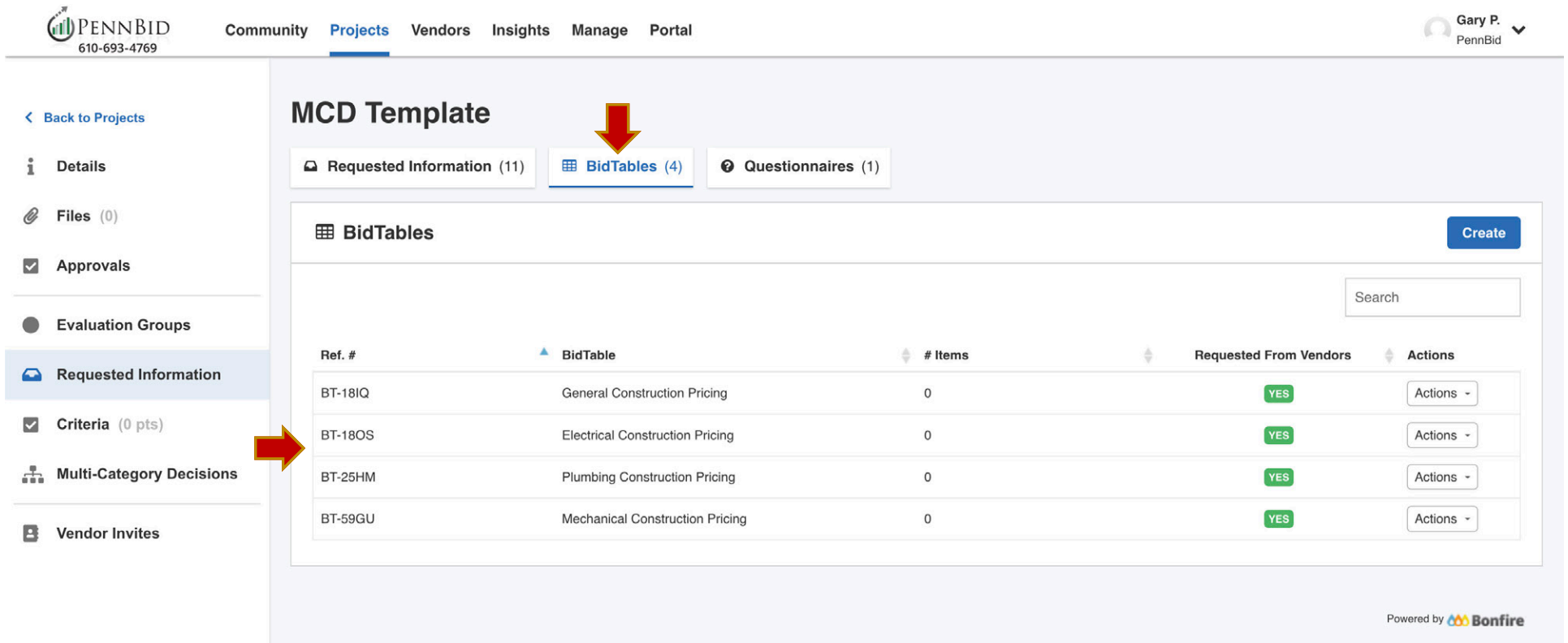
- Upload Bid Bond
- Upload Required Documents
- Upload Additional Documents

**Requested Data**

- Enter Individual Submitting Title - (Text)
- Enter Individual Submitting Email and Phone - (Text)

## 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.



The screenshot shows the PENNBID web application interface. The top navigation bar includes 'Community', 'Projects', 'Vendors', 'Insights', 'Manage', and 'Portal'. The user profile 'Gary P. PennBid' is visible in the top right. The left sidebar contains navigation options: 'Back to Projects', 'Details', 'Files (0)', 'Approvals', 'Evaluation Groups', 'Requested Information', 'Criteria (0 pts)', 'Multi-Category Decisions', and 'Vendor Invites'. The main content area is titled 'MCD Template' and features three tabs: 'Requested Information (11)', 'BidTables (4)', and 'Questionnaires (1)'. The 'BidTables' tab is selected and highlighted with a red arrow. Below the tabs is a 'BidTables' section with a 'Create' button and a search box. A table lists the bid tables with the following data:

Ref. #	BidTable	# Items	Requested From Vendors	Actions
BT-18IQ	General Construction Pricing	0	YES	Actions -
BT-18OS	Electrical Construction Pricing	0	YES	Actions -
BT-25HM	Plumbing Construction Pricing	0	YES	Actions -
BT-59GU	Mechanical Construction Pricing	0	YES	Actions -

At the bottom right of the page, it says 'Powered by Bonfire'.

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**.

[Back to Projects](#)

- [Details](#)
- [Files \(0\)](#)
- [Approvals](#)
- [Evaluation Groups](#)
- [Requested Information](#)
- [Criteria \(0 pts\)](#)
- [Multi-Category Decisions](#)
- [Vendor Invites](#)

## MCD Template

Requested Information (11)
BidTables (4)
Questionnaires (1)

**Requested Information** Manage

Add: Requested Document Requested Questionnaire ▾ Requested BidTable ▾ Requested Data

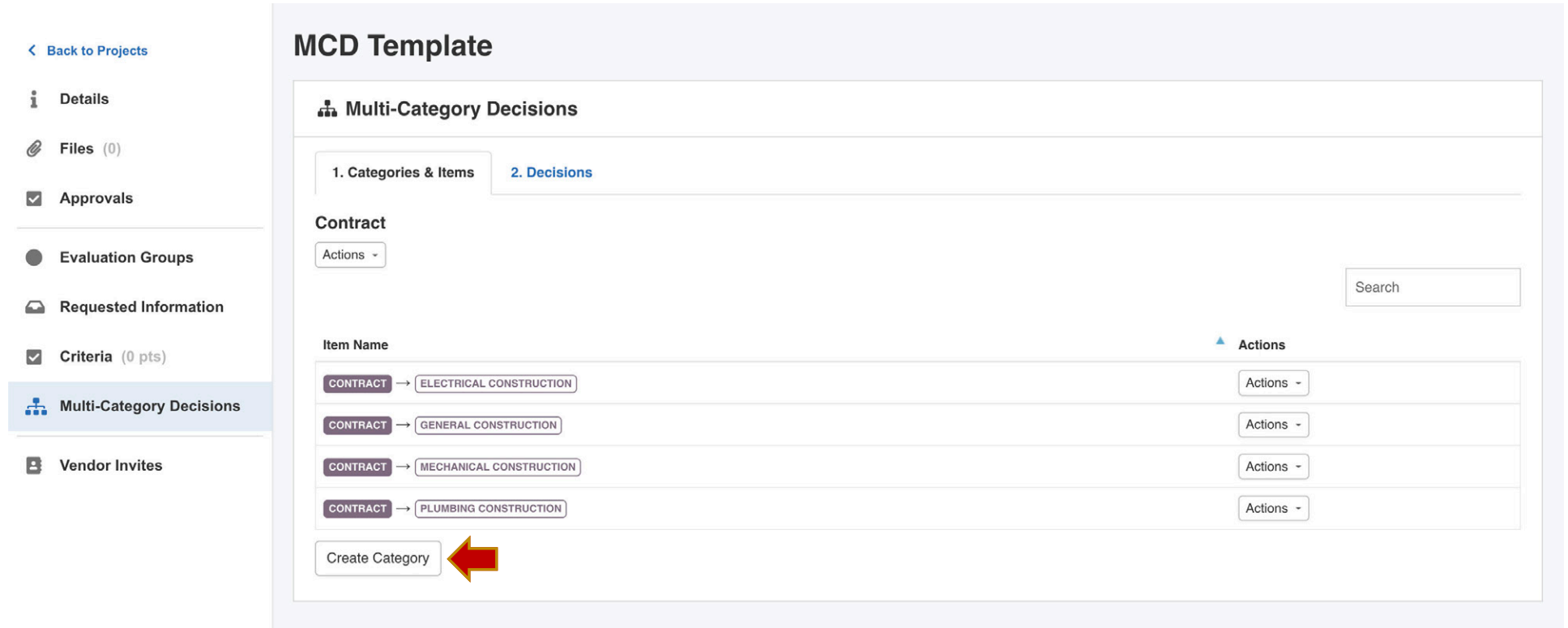
Group	Title	Type	Requirement	Multiple Files	Sealed	Actions	O1	O2
Individual Submitting	Enter Individual Submitting First and Last Name	Text	REQUIRED	N/A	No	Actions ▾	✓	
Individual Submitting	Enter Individual Submitting Title	Text	REQUIRED	N/A	No	Actions ▾	✓	
Individual Submitting	Enter Individual Submitting Email and Phone	Text	REQUIRED	N/A	No	Actions ▾	✓	
Bid Bond Upload	Upload Bid Bond Here	PDF (.pdf)	REQUIRED	No	No	Actions ▾	✓	
Supporting Documents	Upload Required Documents Here	Any (*)	REQUIRED	Yes	No	Actions ▾	✓	
Supporting Documents	Upload Additional Documents Here	Any (*)	OPTIONAL	Yes	No	Actions ▾	✓	
Acknowledgements	Bidder Acknowledgements (Q-29LV)	Excel (.xlsx) Questionnaire	REQUIRED	N/A	No	Actions ▾		
N/A	↳ 1 - Bidder Acknowledgments	N/A		N/A	N/A		✓	
Pricing Section	Electrical Construction Pricing (BT-18OS)	Excel (.xlsx) BidTable	REQUIRED <span>EC</span>	N/A	No	Actions ▾		✓
Pricing Section	General Construction Pricing (BT-18IQ)	Excel (.xlsx) BidTable	REQUIRED <span>GENERAL CONSTRUCTION</span>	N/A		<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <span>Edit</span>  <span>Delete</span> </div>		✓
Pricing Section	Mechanical Construction Pricing (BT-59GU)	Excel (.xlsx) BidTable	REQUIRED <span>MC</span>	N/A		Actions ▾		✓
Pricing Section	Plumbing Construction Pricing (BT-25HM)	Excel (.xlsx) BidTable	REQUIRED <span>PC</span>	N/A	No	Actions ▾		✓

Page: 13

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

## Multi-Category Decisions Section

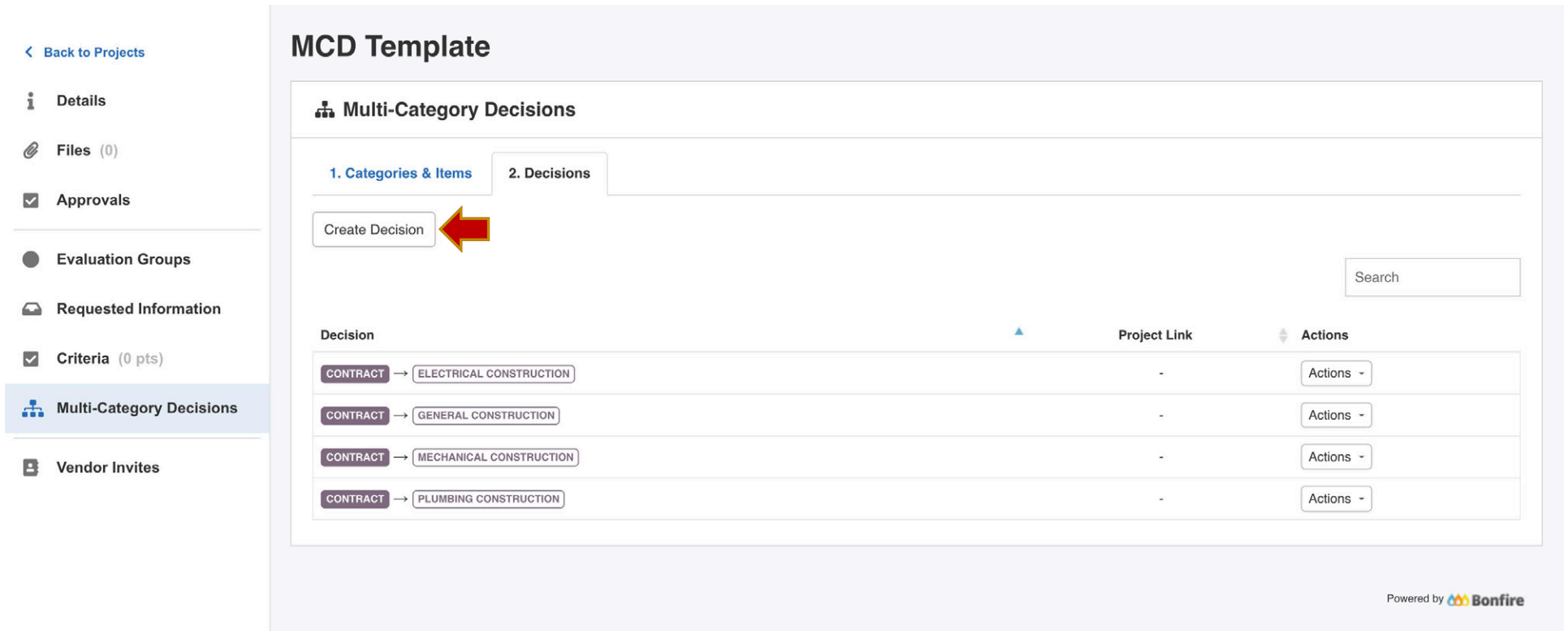
**Categories & Items** –Make sure that **Categories & Items** are set to **Contract**, and that all contracts related to your project are listed and correctly assigned. New **Categories** are added by clicking the **Create Category** button.



The screenshot displays the 'MCD Template' interface. On the left is a sidebar with navigation options: 'Back to Projects', 'Details', 'Files (0)', 'Approvals', 'Evaluation Groups', 'Requested Information', 'Criteria (0 pts)', 'Multi-Category Decisions' (highlighted), and 'Vendor Invites'. The main content area is titled 'MCD Template' and contains a section for 'Multi-Category Decisions'. It has two tabs: '1. Categories & Items' (active) and '2. Decisions'. Under the 'Contract' section, there is an 'Actions' dropdown and a search box. Below this is a table with columns 'Item Name' and 'Actions'. The table lists four categories: 'ELECTRICAL CONSTRUCTION', 'GENERAL CONSTRUCTION', 'MECHANICAL CONSTRUCTION', and 'PLUMBING CONSTRUCTION', each with a 'CONTRACT' label and an 'Actions' dropdown. At the bottom of the table is a 'Create Category' button, which is highlighted with a red arrow pointing to it.

Item Name	Actions
CONTRACT → ELECTRICAL CONSTRUCTION	Actions -
CONTRACT → GENERAL CONSTRUCTION	Actions -
CONTRACT → MECHANICAL CONSTRUCTION	Actions -
CONTRACT → PLUMBING CONSTRUCTION	Actions -


**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.



**MCD Template**


**Multi-Category Decisions**

1. Categories & Items | 2. Decisions

Create Decision 

Search

Decision	Project Link	Actions
CONTRACT → ELECTRICAL CONSTRUCTION	-	Actions -
CONTRACT → GENERAL CONSTRUCTION	-	Actions -
CONTRACT → MECHANICAL CONSTRUCTION	-	Actions -
CONTRACT → PLUMBING CONSTRUCTION	-	Actions -

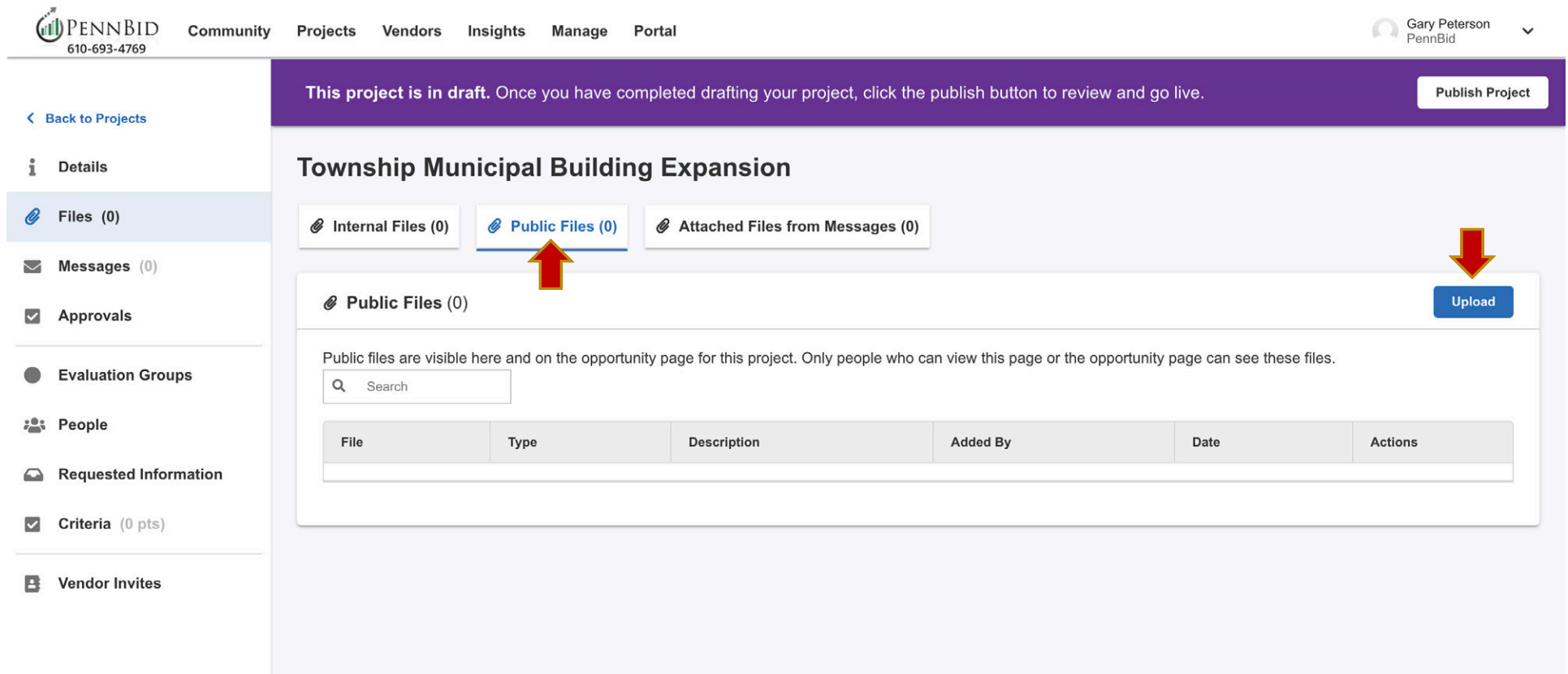
Powered by  Bonfire

## 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.



**PENNBID** 610-693-4769 Community Projects Vendors Insights Manage Portal Gary Peterson PennBid

This project is in draft. Once you have completed drafting your project, click the publish button to review and go live. **Publish Project**

### Township Municipal Building Expansion

[Internal Files \(0\)](#) [Public Files \(0\)](#) [Attached Files from Messages \(0\)](#)

**Public Files (0)** **Upload**

Public files are visible here and on the opportunity page for this project. Only people who can view this page or the opportunity page can see these files.

File	Type	Description	Added By	Date	Actions



## Township Municipal Building Expansion

Upload Public Files

Cancel

Upload

Drag and drop files here, or [browse files](#)

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)**.

This project is in draft. Once you have completed drafting your project, click the publish button to review and go live. Publish Project


### Township Municipal Building Expansion

○ Evaluation Groups

**Evaluation Group 1 - Main Evaluation**

Requested Information (8)	Criteria (0)
<p><b>Requested Documents</b></p> <ul style="list-style-type: none"> <li>Upload Bid Bond Here - PDF (.pdf)</li> <li>Upload Required Documents Here - Any (*)</li> <li>Upload Additional Documents Here - Any (*)</li> </ul> <p><b>Requested Data</b></p> <ul style="list-style-type: none"> <li>Enter Individual Submitting First and Last Name - (Text)</li> <li>Enter Individual Submitting Title - (Text)</li> <li>Enter Individual Submitting Email and Phone - (Text)</li> </ul> <p><b>Requested Questionnaires</b></p> <ul style="list-style-type: none"> <li>Bidder Acknowledgements (Q-56JZ)</li> <li>↳ 1 - Acknowledgements</li> </ul> <p><b>Requested BidTables</b></p> <ul style="list-style-type: none"> <li>Pricing Section (BT-47DE)</li> </ul>	<p><b>B - Pricing Section (BT-47DE)</b></p>

Manage



## People Section

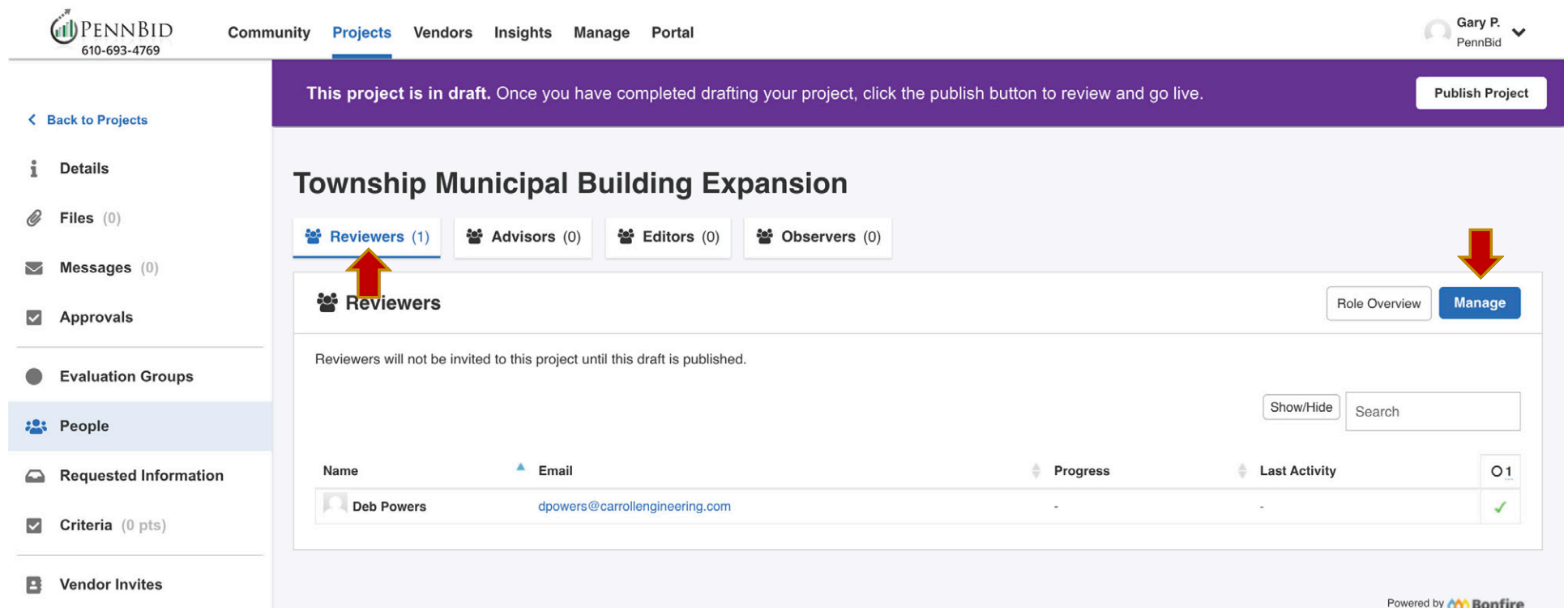
Select the **People** section. This is where you will add individuals to be **Reviewers, Advisors,** or **Observers** of your project.

**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.

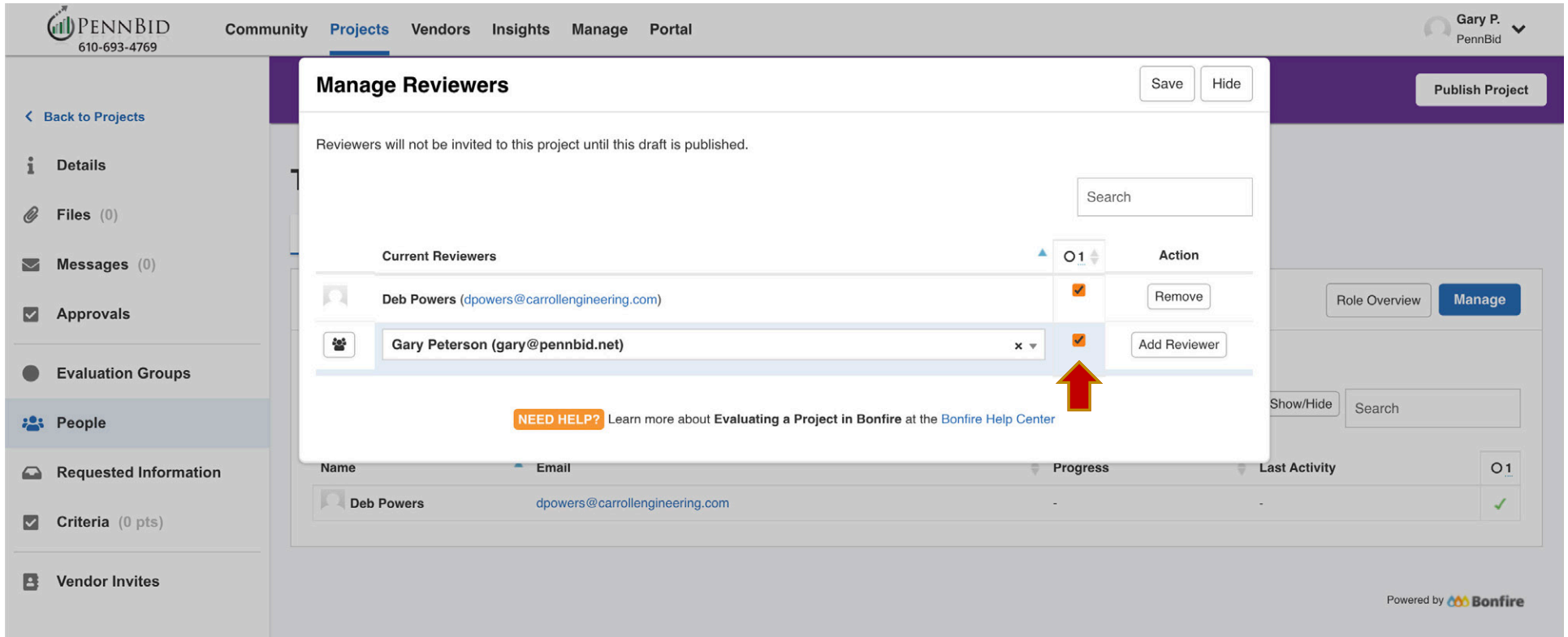


The screenshot shows the PENNBID web application interface. At the top left is the PENNBID logo and contact information (610-693-4769). The navigation menu includes Community, Projects (highlighted), Vendors, Insights, Manage, and Portal. The user profile for Gary P. PennBid is shown in the top right. A purple banner at the top of the project page states: "This project is in draft. Once you have completed drafting your project, click the publish button to review and go live." with a "Publish Project" button.

The main content area is titled "Township Municipal Building Expansion". Below the title are four tabs: Reviewers (1), Advisors (0), Editors (0), and Observers (0). A red arrow points to the "Reviewers (1)" tab. The "Reviewers" section is active, showing a "Role Overview" button and a "Manage" button (with a red arrow pointing to it). A message states: "Reviewers will not be invited to this project until this draft is published." Below this is a search bar with "Show/Hide" and "Search" options.

Name	Email	Progress	Last Activity	O 1
 Deb Powers	dpowers@carrollengineering.com	-	-	



At the bottom right, it says "Powered by Bonfire".



**Manage Reviewers** [Save] [Hide]


Reviewers will not be invited to this project until this draft is published.

Search

Current Reviewers	Progress	Action
 Deb Powers (dpowers@carrollengineering.com)	0/1	<input checked="" type="checkbox"/> Remove
 Gary Peterson (gary@pennbid.net)	x	<input checked="" type="checkbox"/> Add Reviewer


**NEED HELP?** Learn more about Evaluating a Project in Bonfire at the [Bonfire Help Center](#)

Name Email Progress Last Activity

 Deb Powers	dpowers@carrollengineering.com	-	-	0/1
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Role Overview **Manage**

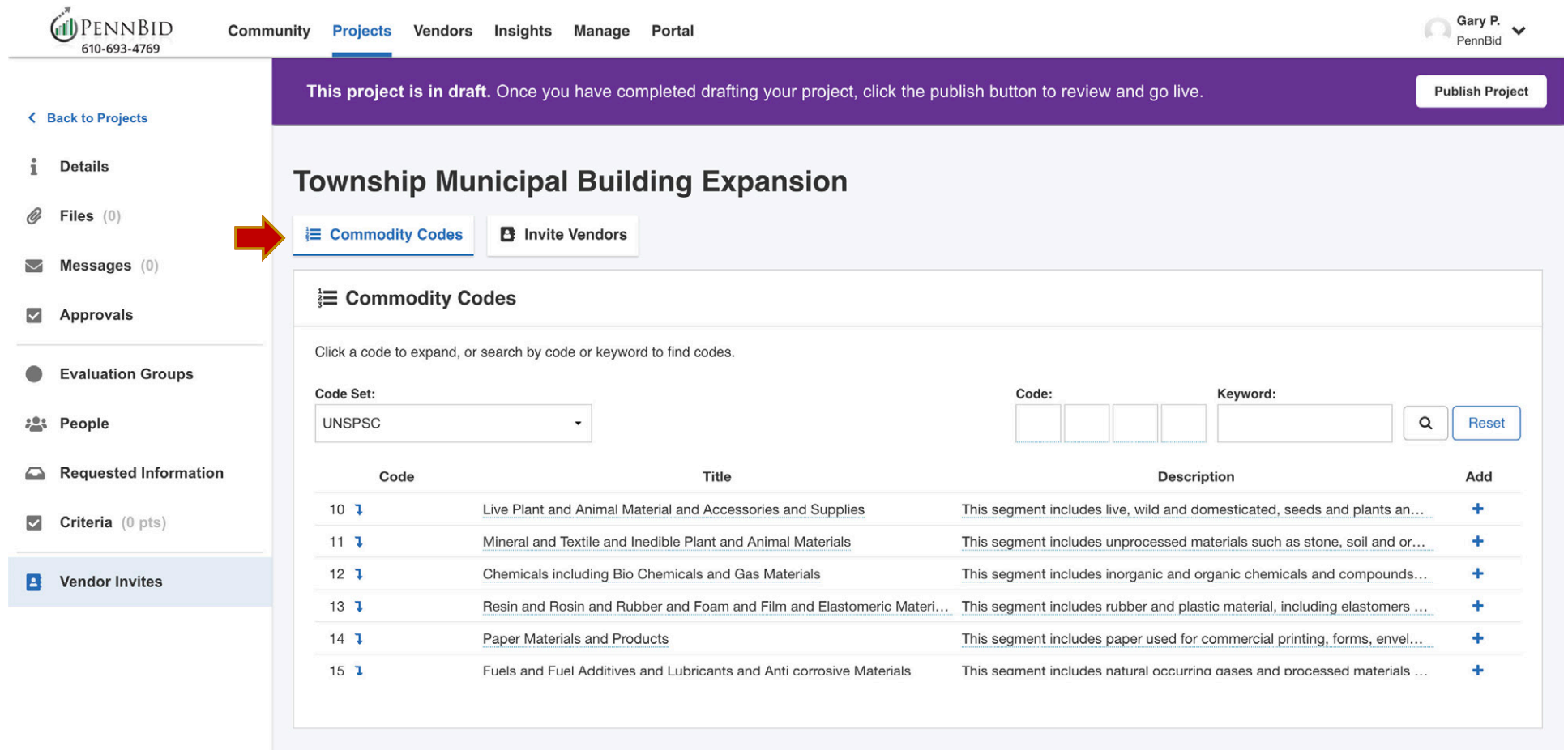
Show/Hide Search

Powered by  Bonfire

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.



The screenshot shows the PennBid interface. At the top, there is a navigation bar with 'Community', 'Projects', 'Vendors', 'Insights', 'Manage', and 'Portal'. A user profile for 'Gary P. PennBid' is visible in the top right. A purple banner at the top of the main content area states: 'This project is in draft. Once you have completed drafting your project, click the publish button to review and go live.' with a 'Publish Project' button.

The main content area is titled 'Township Municipal Building Expansion'. Below the title are two buttons: 'Commodity Codes' (highlighted with a red arrow) and 'Invite Vendors'.

The 'Commodity Codes' section contains a search area with the following text: 'Click a code to expand, or search by code or keyword to find codes.' Below this is a 'Code Set' dropdown menu set to 'UNSPSC'. To the right are 'Code' and 'Keyword' search fields, a search button with a magnifying glass icon, and a 'Reset' button.

Below the search area is a table of commodity codes:

Code	Title	Description	Add
10	Live Plant and Animal Material and Accessories and Supplies	This segment includes live, wild and domesticated, seeds and plants an...	+
11	Mineral and Textile and Inedible Plant and Animal Materials	This segment includes unprocessed materials such as stone, soil and or...	+
12	Chemicals including Bio Chemicals and Gas Materials	This segment includes inorganic and organic chemicals and compounds...	+
13	Resin and Rosin and Rubber and Foam and Film and Elastomeric Materi...	This segment includes rubber and plastic material, including elastomers ...	+
14	Paper Materials and Products	This segment includes paper used for commercial printing, forms, envel...	+
15	Fuels and Fuel Additives and Lubricants and Anti corrosive Materials	This segment includes natural occurring gases and processed materials ...	+

On the left side of the interface, there is a sidebar menu with the following items: 'Back to Projects', 'Details', 'Files (0)', 'Messages (0)', 'Approvals', 'Evaluation Groups', 'People', 'Requested Information', 'Criteria (0 pts)', and 'Vendor Invites' (which is highlighted).

This project is in draft. Once you have completed drafting your project, click the publish button to review and go live.

**Publish Project**

[Back to Projects](#)

[Details](#)

[Files \(0\)](#)

[Messages \(0\)](#)

[Approvals](#)

[Evaluation Groups](#)

[People](#)

[Requested Information](#)

[Criteria \(0 pts\)](#)


**Vendor Invites**

## Township Municipal Building Expansion

**Commodity Codes**

**Invite Vendors**

### Commodity Codes

7212 ✕ 721511 ✕ 721512 ✕ 721515 ✕ 

Code Set:

UNSPSC

Code:

72

12

Keyword:

**Q**

Reset

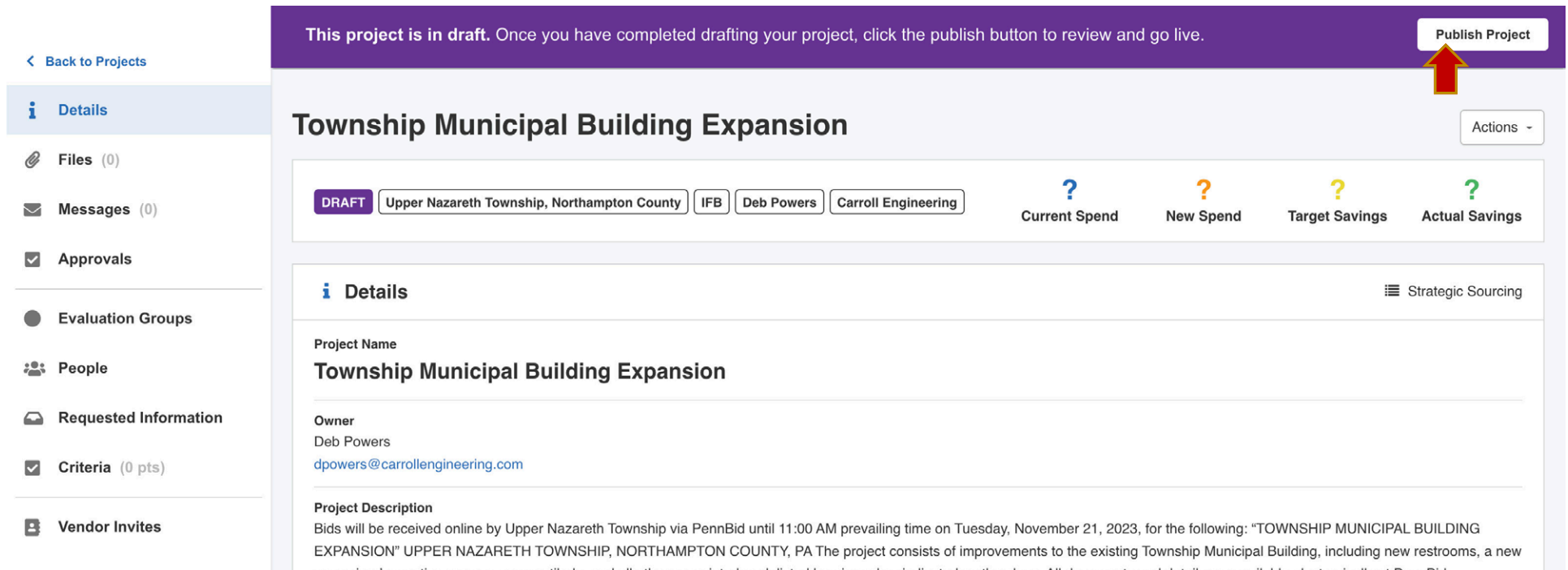
Code	Title	Description	Add
↑ 7212 ↓	Nonresidential building construction services	The building, remodeling and repair of nonresidential buildings owned b...	+
↑ 721210 ↓	New industrial building and warehouse construction services	The building, remodeling and repair of industrial building and warehouse...	+
↑ 721211 ↓	Commercial and office building construction services	The building, remodeling and repair of commercial and office buildings o...	+
↑ 721212 ↓	Agricultural building construction services	The building of agricultural buildings owned by others	+
↑ 721213 ↓	Automotive garage and service station construction services	The building of automotive garages and service stations, owned by others	+
↑ 721214 ↓	Specialized public building construction services	The building of specialized public buildings owned by others	+

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.*



**This project is in draft.** Once you have completed drafting your project, click the publish button to review and go live.

**Township Municipal Building Expansion**

**DRAFT** Upper Nazareth Township, Northampton County IFB Deb Powers Carroll Engineering

Current Spend New Spend Target Savings Actual Savings

**Details** Strategic Sourcing

**Project Name**  
Township Municipal Building Expansion

**Owner**  
Deb Powers  
dpowers@carrollengineering.com

**Project Description**  
Bids will be received online by Upper Nazareth Township via PennBid until 11:00 AM prevailing time on Tuesday, November 21, 2023, for the following: "TOWNSHIP MUNICIPAL BUILDING EXPANSION" UPPER NAZARETH TOWNSHIP, NORTHAMPTON COUNTY, PA The project consists of improvements to the existing Township Municipal Building, including new restrooms, a new...

Should you have any questions or require assistance, please contact PennBid at [info@pennbid.net](mailto:info@pennbid.net), or **610-693-4769**.