



Use Create Project Template (Instead of Similar Project)

Creating Project Templates can save considerable time and effort when managing very similar projects. To ensure it is done efficiently, it is important to know what content should or should not be included in your templates - but do not fret, as the PennBid team is happy to help!

If you would like a project template(s) created for your Department, email info@pennbid.net or call us and we'll create your templates for you.

Note: It is not recommended to utilize the "Create Similar" feature, which has very specific applicability and bypasses the important Draft Status.

Other helpful tips and guides:

- [Answering Vendor Questions](#) and [Issue Addenda using Public Notices](#)
 - How to [Unseal Bids and Display Bid Results](#) publicly
 - Step-by-step guide on [Awarding Projects](#)
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For more useful tips and pointers, including [training videos](#) and [training documents](#), please visit the Resource Section of the PennBid website.