Save Time Creating Projects Using Templates

Project Templates can save considerable time and effort when managing projects that are very similar in nature.

It is important to know what Details, Files, Requested Information, and other 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.

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

For more useful tips and pointers, including training videos and training documents, please visit the Resource Section of the PennBid website.