



Displaying Bid Results

Once your project's Due Date and Time have passed, the system will automatically “close” the bidding period so that bidders can no longer submit or alter their submissions. At this time the system allows persons within your department to unseal the bids and access the results.

Unsealing bids does not automatically display bid results publicly. This is easily achieved with just a few steps, by issuing a Public Notice.

Remember - bidders rely on having results as it affects their decision to pursue subsequent opportunities. As such, it is strongly recommended this be done as quickly as possible after unsealing.

The [Unsealing Bids & Displaying Results](#) has step-by-step instructions combined with platform screen grabs to guide you through the awarding process.

Other helpful tips and guides:

- [Answering Vendor Questions](#) and posting public notices
 - How to [Issue Addenda using Public Notices](#) feature
 - When creating a new project, use the "Create Project Template from Project" from the Actions button on the Details page. [Ask PennBid](#) for assistance.
 - **Do not delete opportunities** from the system without consulting the PennBid team to determine the appropriateness of that action. This will promote preservation of the public record for items required such.
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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.