



Project Setup Tips & Reminders

Hello PennBid Users!

Below is a list of topics to assist you with setting up accurate solicitations and to avoid common setup issues.

PennBid Helpful Tips and Guides:

1 - PennBid Only Fields (PennBid Only – Field 1 & 2)

Please do not enter or edit any data in these fields. They are for PennBid's internal use only, and altering data within these fields can affect our quality review process.

2 - Publish Pre-Bid Meeting Events

When adding a pre-bid meeting or event, make sure that you click the blue "Publish" button to make sure bidders can see the event listed on your project.

3 - Add At Least One Reviewer To Your Project

Remember to add a "Reviewer" to your project. Only individuals with the "Reviewer" role assigned have access to the pricing tabulation and the ability to score submissions.

4 - Respond To Bidder Questions

Respond to, and publish your answers to questions asked by bidders. Our [Public \(Q&A\) Question and Answer](#) guide walks you through this process.

5 - Displaying Your Bid Results

By design, the platform does not automatically display your results publicly. Refer to our [Unsealing Bids & Displaying Results](#) guide for step-by-step instructions to ensure bid results are publicly displayed based on your organization's preference.

6 - DBE Notification Service

If you require PennBid's [Disadvantaged Business Enterprise \(DBE\) Notification](#) service, send your request by email to info@pennbid.net and include an original version of the Advertisement a few days prior to publishing your project.

Please contact our office at info@pennbid.net with any questions.

Regards,
The PennBid Team



For more useful tips and pointers, please visit the [Posting Agency Training Resources](#) page of the PennBid website.