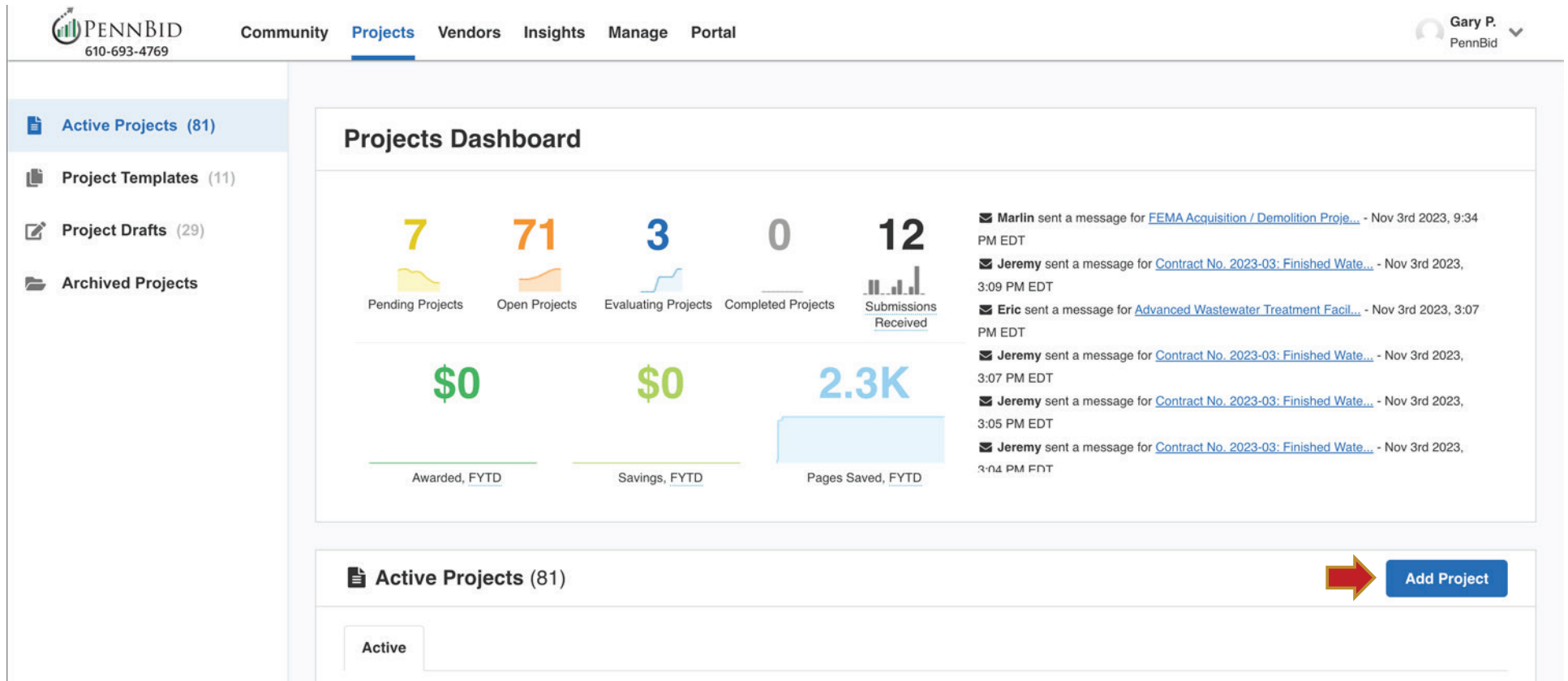


New Project Setup (Multi-Category Decision - MCD)

New Project Setup – The process of setting up a multi-category decision (MCD) solicitation in the PennBid platform from start to finish.

Creating A Draft Project – Getting Started

When you login to PennBid, you land on the **Projects** page. From the **Active Project** section, click the **Add Project** button to begin.



The screenshot shows the PennBid web interface. At the top left is the PENNBID logo with the phone number 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.

The left sidebar contains a list of project categories: **Active Projects (81)**, Project Templates (11), Project Drafts (29), and Archived Projects.

The main content area is titled "Projects Dashboard" and features several key metrics:

- 7** Pending Projects
- 71** Open Projects
- 3** Evaluating Projects
- 0** Completed Projects
- 12** Submissions Received

 Below these metrics are three financial indicators:

- \$0** Awarded, FYTD
- \$0** Savings, FYTD
- 2.3K** Pages Saved, FYTD

On the right side of the dashboard, there is a list of recent messages:

- Marlin sent a message for [FEMA Acquisition / Demolition Proje...](#) - Nov 3rd 2023, 9:34 PM EDT
- Jeremy sent a message for [Contract No. 2023-03: Finished Wate...](#) - Nov 3rd 2023, 3:09 PM EDT
- Eric sent a message for [Advanced Wastewater Treatment Facil...](#) - Nov 3rd 2023, 3:07 PM EDT
- Jeremy sent a message for [Contract No. 2023-03: Finished Wate...](#) - Nov 3rd 2023, 3:07 PM EDT
- Jeremy sent a message for [Contract No. 2023-03: Finished Wate...](#) - Nov 3rd 2023, 3:05 PM EDT
- Jeremy sent a message for [Contract No. 2023-03: Finished Wate...](#) - Nov 3rd 2023, 3:04 PM EDT

At the bottom of the dashboard, there is a section for "Active Projects (81)" with a red arrow pointing to a blue "Add Project" button.

Create Project Draft

Select the **Blank Strategic Sourcing** option and then click the **Next Step** button at the bottom of the screen.

If you have a saved **MCD Template** you want to use, choose the **Start from a Template** option. Select the desired **TEMPLATE** and the **Next Step** button. We recommend not using the **Blank Price Only** option. This format has limitations in function and project setup and will limit the type of project you can create.

Create Project Draft

How would you like to start your Project Draft?

Start from a Template
Begin your project draft from a pre-existing template from the list below.



Blank Strategic Sourcing
Includes the most comprehensive set of features. Best used for RFPs and other complex projects.

Blank Price Only
Includes a subset of features. Best used for quick, price related bids and other simple projects.



Search for a Template

	Status	Reference #	Project Template	Department	Type
<input type="radio"/>	TEMPLATE	PennBid Only - Template 7	_Blank Shell	PennBid	IF
<input type="radio"/>	TEMPLATE	PennBid Only - Template 1	_EJCDC Option 1: Section 2 Attachments	PennBid	IF



Define your Project Draft

Enter the **Reference Number** (solicitation owner & county name), **Project Title**, **Project Description** (advertisement), **Project Type** (we recommend RFP, ITB, or IFB), **Project Owner** - your **Department** and **User**, and set **Visibility** to (Public, Private, or Invite-Only).

Enter Dates: Open Date, Questions Due Date (cut off date/time for bidders to ask questions), Close Date, and Evaluate By Date.

Submission Types: Make sure that Excel Submissions (default) is selected.

Define your Project Draft

You are creating a new project draft. The following fields are mandatory to begin. We've also given you the option to define additional details if you already know them. You can edit these at any time before going live.

Reference Number

Project Title *

Project Description *

Project Type *

Project Owner *

Select a Department

Visibility *

Additional Details [Expand All](#)

Dates —

All dates are in format: **2020-01-30 4:30PM**

Open Date

Questions Due Date

Specify Date Never

Close Date

Evaluate By Date

Submission Types —

Excel Submissions
Vendors submit BidTables or a Pricing Sheet as Excel templates.

Browser Submissions
Vendors submit BidTables or a Pricing Sheet in the browser. no Excel templates.

Additional Details

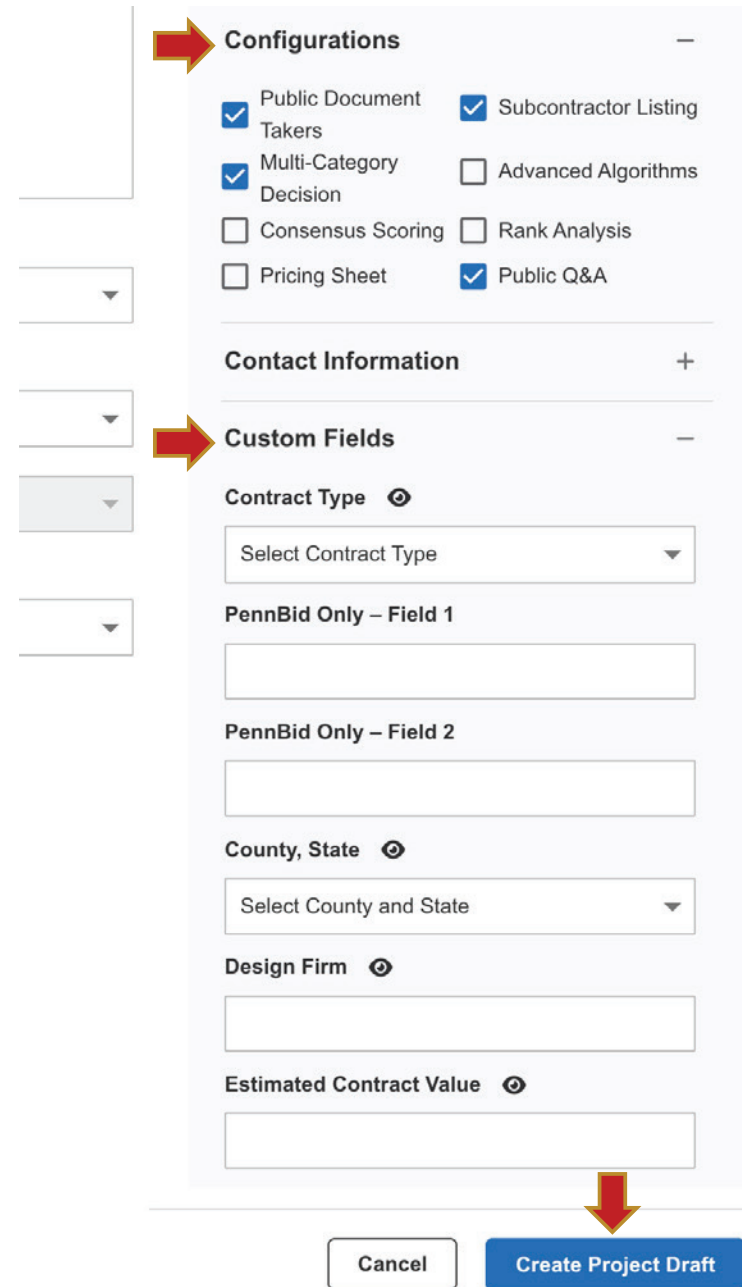
Configurations (select the following):

- Public Document Takers
- Subcontractor Listing
- Multi-Category Decision
- Public Q&A

Custom Fields:

- Contract Type for an MCD project must be set to **Fixed Fee Contract**
- Select County, State from drop-down
- Estimated Contract value (if desired)

Click the **Create Project Draft** to continue.



The screenshot shows a configuration form with several sections. A red arrow points to the 'Configurations' section, which contains the following options:

- Public Document Takers
- Subcontractor Listing
- Multi-Category Decision
- Advanced Algorithms
- Consensus Scoring
- Rank Analysis
- Pricing Sheet
- Public Q&A

Below this is the 'Contact Information' section, which is currently collapsed. Another red arrow points to the 'Custom Fields' section, which includes:

- Contract Type** (dropdown menu): Select Contract Type
- PennBid Only – Field 1** (text input)
- PennBid Only – Field 2** (text input)
- County, State** (dropdown menu): Select County and State
- Design Firm** (text input)
- Estimated Contract Value** (text input)

At the bottom of the form are two buttons: 'Cancel' and 'Create Project Draft'. A red arrow points down to the 'Create Project Draft' button.

Select **Edit Project Draft** to make event detail changes.

Select **Manage Events** to add additional **Events** to your project such as a **Pre-Bid Meeting**.

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

Township Municipal Building Expansion

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

?
Current Spend

?
New Spend

?
T Savings

Actions

- [Edit Project Draft](#)
- [Cost Management](#)
- [Manage Events](#)
- [Publish Project](#)
- [Delete Project Draft](#)
- [Strategic Sourcing](#)

Details

Project Name

Township Municipal Building Expansion

Events

Status	Event Name	Event Privacy	Location	Description	Dates	Mandatory
UPCOMING	Open Date	N/A	Online Portal	Posting date for the Opportunity	Nov 10th 2023, 9:00 AM EST	N/A
UPCOMING	Pre-Bid Meeting	Public	Wastewater Treatment Plant office, 578 Abel Colony Road, Wind Gap, PA 18091	A pre-bid conference is scheduled at the Wastewater Treatment Plant office, 578 Abel Colony Road, Wind Gap, PA 18091 at 9:00 A.M. on Wednesday, October 12, 2023. Attendance at the pre-bid meeting	Nov 13th 2023, 9:00 AM EST	No
UPCOMING	Questions Due Date	N/A	Online Portal	Deadline to submit Questions	Nov 17th 2023, 4:00 PM EST	N/A
UPCOMING	Close Date	N/A	Online Portal	Deadline for Submissions	Nov 24th 2023, 12:00 PM EST	N/A

Click the **New Event** button to add an **Event**.

[← Back to Project](#)

Constitution Avenue Sewer Replacement Project

Manage Events




New Event

Published Events

Public events will be visible to anyone, including Vendors, who can see the Opportunity.

UPCOMING

Pre-Bid Meeting

 Public

 Wastewater Treatment Pl...

 Nov 13th 2023 9:00 AM E...

Not Mandatory



Draft Events

These events do not appear anywhere but on this page.



No Draft Events

Click New Event to get started.

Enter all the **New Event** details about your scheduled **Event**. Events can be set to **Public** or **Internal**. For bidders to see your event select the **Public** option.

Click the **Publish Button** to make the **Published Event** available when you project goes live.


[← Cancel](#)


New Event


Event Name *


Location

Description

Start Date * 

Start Time * 

End Date 


End Time 

This Event is Mandatory

Privacy *

Public (Anyone, including vendors, can see this event)

Internal (Only Bonfire users in your organization can see this event)



Files Section

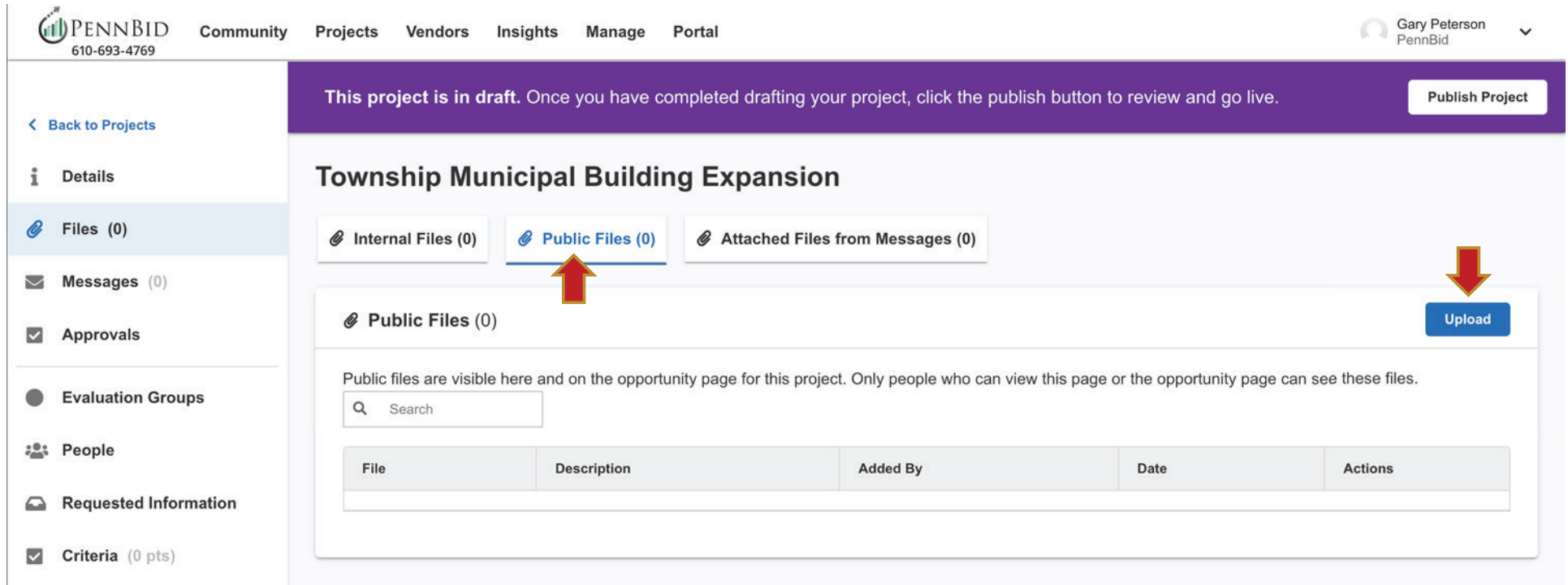
Select the **Files** section. You will upload all final versions of project documents here to be available to bidders to download. This includes, but is not limited to: the advertisement, plans, specs, instructions to bidders, blank required documents for bidders to fill out, etc.

Note: We recommend uploading documents in PDF format.

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.

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.

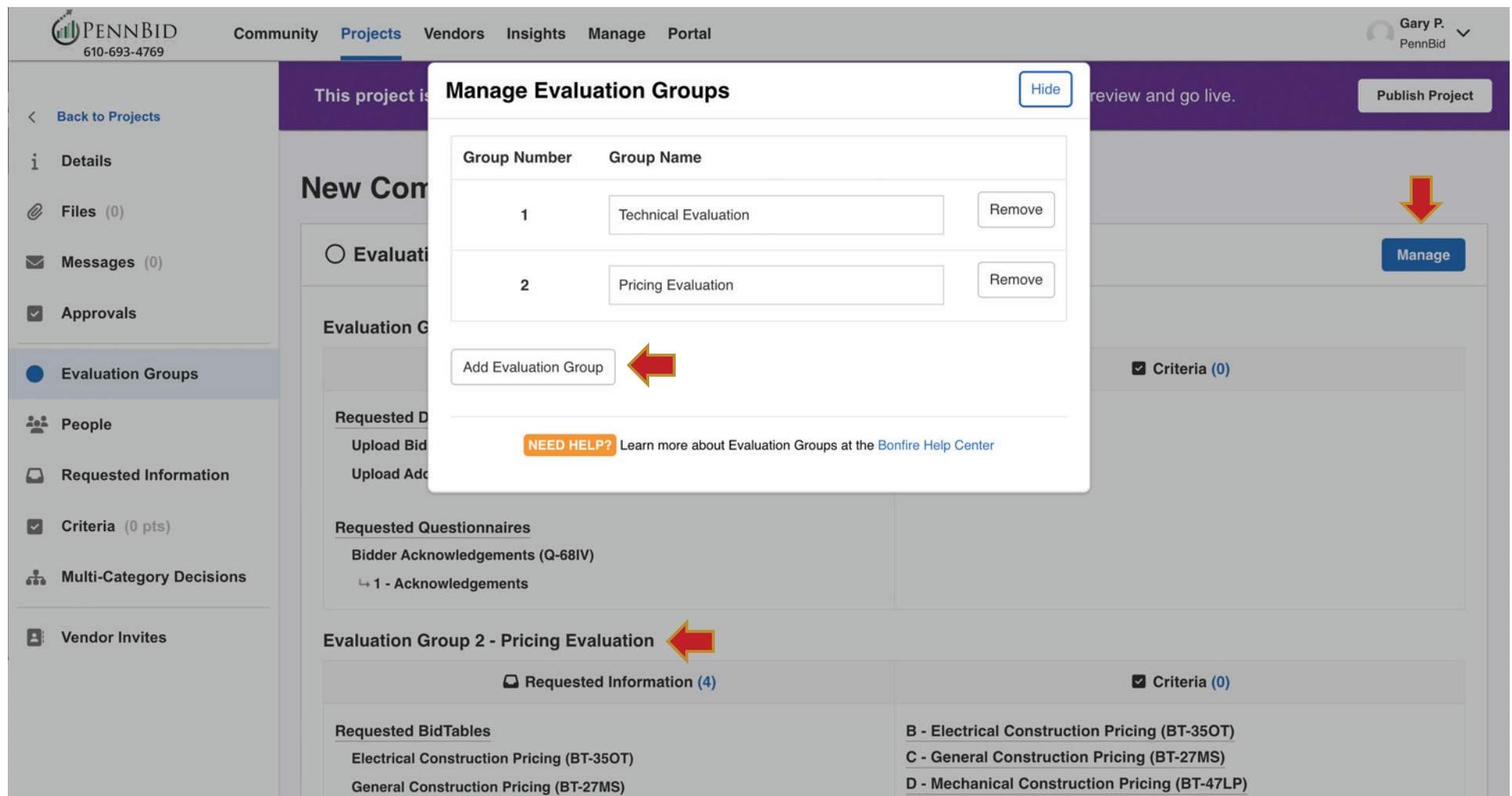


The screenshot shows the PENNBID web application interface. At the top left is the PENNBID logo and contact information. The navigation menu includes Community, Projects, Vendors, Insights, Manage, and Portal. The user profile for Gary Peterson is shown at the top right. A purple banner at the top of 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 three tabs: "Internal Files (0)", "Public Files (0)", and "Attached Files from Messages (0)". The "Public Files (0)" tab is selected and highlighted with a red arrow. Below the tabs is a section for "Public Files (0)" with an "Upload" button on the right, also highlighted with a red arrow. Below this is a search bar and a table with columns: File, Description, Added By, Date, and Actions. The table is currently empty.

Evaluation Groups Section

A second **Evaluation Group** should be added for the **Pricing Evaluation** (Requested BidTables). To add the additional Evaluation Group click the **Manage** button and click **Add Evaluation Group**.

In the **Evaluation Group 1 - Technical Evaluation** you'll see the Technical items to be **Released** when a project is unsealed. **Releasing Evaluation Group 2 - Pricing Evaluation** will release the pricing elements within the MCD Project.



The screenshot displays the PENNBID web interface. At the top, the navigation bar includes 'Community', 'Projects', 'Vendors', 'Insights', 'Manage', and 'Portal'. The user profile 'Gary P. PennBid' is visible in the top right. The main content area shows a project page with a sidebar on the left containing navigation options like 'Back to Projects', 'Details', 'Files (0)', 'Messages (0)', 'Approvals', 'Evaluation Groups', 'People', 'Requested Information', 'Criteria (0 pts)', 'Multi-Category Decisions', and 'Vendor Invites'. The 'Evaluation Groups' section is active, showing a 'New Configuration' dialog for 'Evaluation Groups'. The dialog has a 'Manage Evaluation Groups' title and a 'Hide' button. It contains a table with two rows:

Group Number	Group Name	
1	Technical Evaluation	Remove
2	Pricing Evaluation	Remove

Below the table is an 'Add Evaluation Group' button with a red arrow pointing to it. At the bottom of the dialog is a 'NEED HELP?' button and a link to the 'Bonfire Help Center'. In the background, the 'Manage' button on the right side of the page has a red arrow pointing to it, and the 'Evaluation Group 2 - Pricing Evaluation' section in the sidebar has a red arrow pointing to it.

People Section

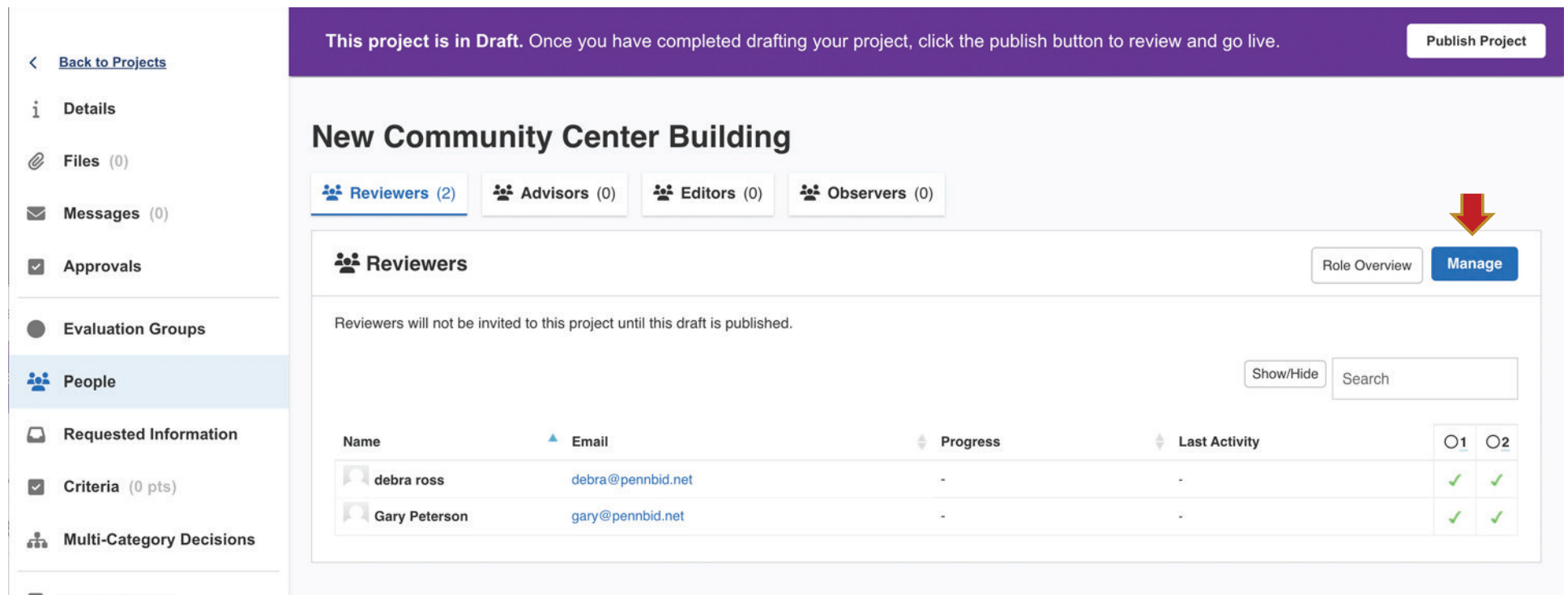
This is where you will add individuals to be **Reviewers**, **Advisors**, or **Observers** of your project.

Reviewers – This Role can be assigned at any point to anyone inside or outside of your Department. This Role allows those assigned to view the Bid Results in tabular form as well as utilizing the Evaluate and Score Criteria functions.

Advisors – This Role can be assigned at any point to anyone inside or outside of your Department. This Role is able to view all aspects of assigned Projects without the ability to adjust or edit in any capacity. If Enabled this Role can view Submissions.

Editors – This Role can only be assigned during Draft Status. This Role enables the assigned to view and edit the project in every aspect excluding Publishing.

Observers – This Role can be assigned at any point to anyone inside or outside of your Department. This Role is able to view all aspects of assigned Projects without the ability to adjust or edit in any capacity.

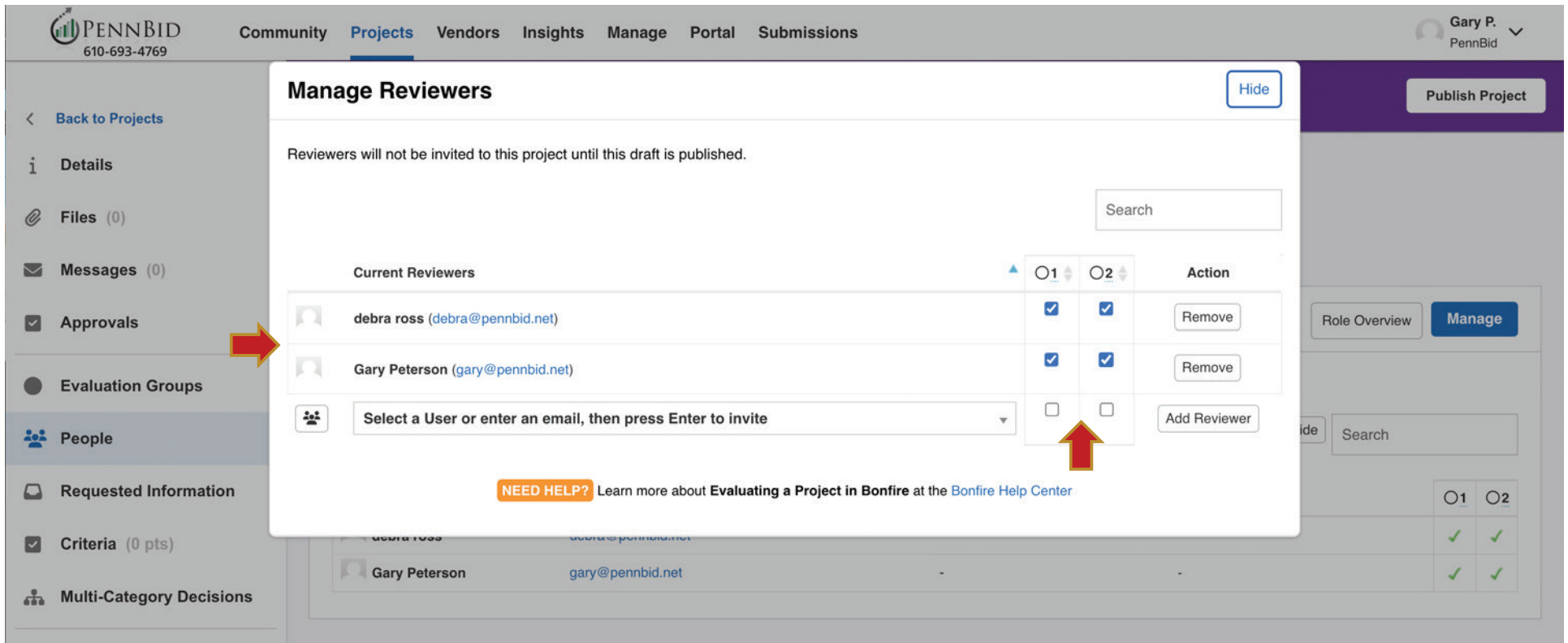


The screenshot shows the 'People' section of a project titled 'New Community Center Building'. The project is in 'Draft' status, as indicated by a purple banner at the top with a 'Publish Project' button. The left sidebar contains navigation options: Back to Projects, Details, Files (0), Messages (0), Approvals, Evaluation Groups, People (selected), Requested Information, Criteria (0 pts), and Multi-Category Decisions. The main content area shows role counts: Reviewers (2), Advisors (0), Editors (0), and Observers (0). A red arrow points to the 'Manage' button in the 'Reviewers' section. Below this, a message states: 'Reviewers will not be invited to this project until this draft is published.' A table lists the assigned reviewers:

Name	Email	Progress	Last Activity	O1	O2
debra ross	debra@pennbid.net	-	-	✓	✓
Gary Peterson	gary@pennbid.net	-	-	✓	✓

Make sure you select the correct **Evaluation Group** for every **Person** added.




It is important to make sure you check each **Evaluation Group(s)** each **Reviewer** requires access to when the project is **Released**. If not, when a project is **Released** (or opened), they may not have access to all the information submitted by bidders.



Manage Reviewers Hide

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

Search

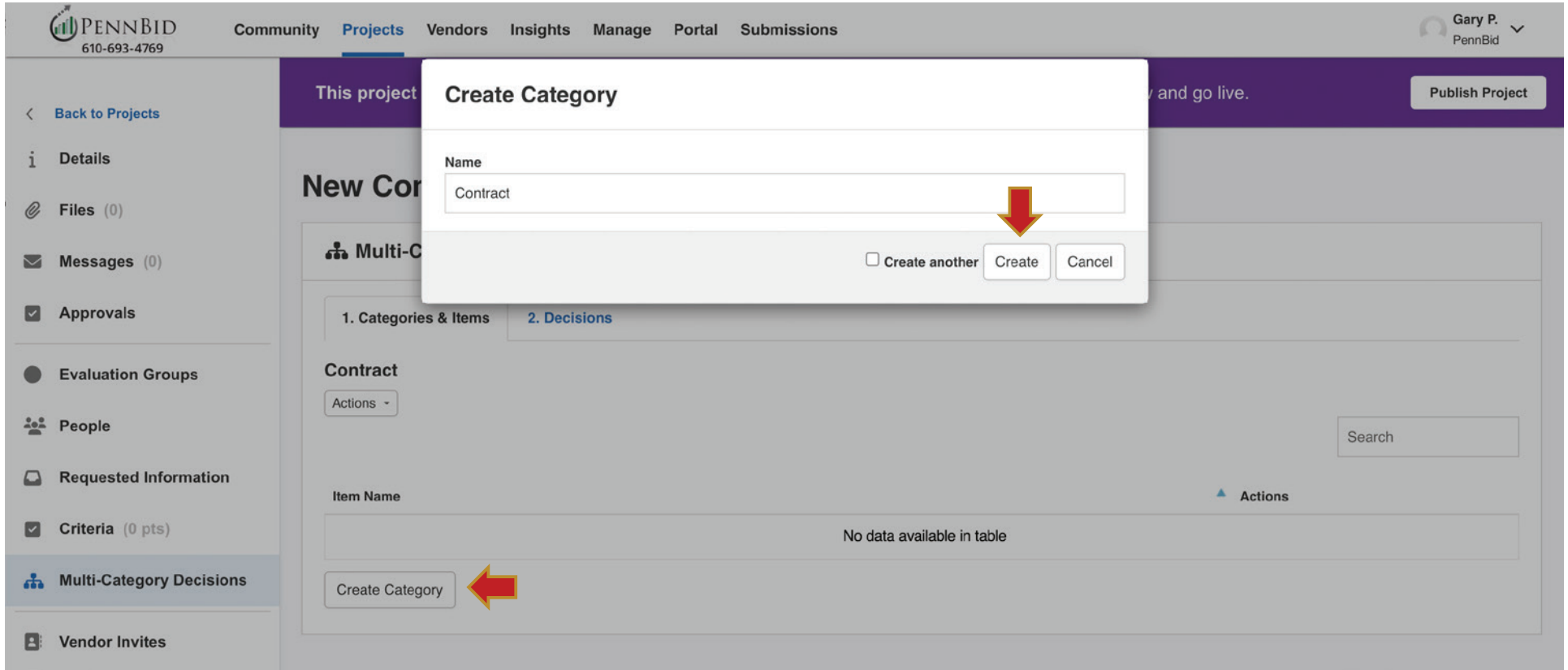
Current Reviewers	O1	O2	Action
 debra ross (debra@pennbid.net)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<button>Remove</button>
 Gary Peterson (gary@pennbid.net)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<button>Remove</button>
 <input type="text" value="Select a User or enter an email, then press Enter to invite"/>	<input type="checkbox"/>	<input type="checkbox"/>	<button>Add Reviewer</button>

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

Creating Multi-Category Decisions

Begin by clicking the **Multi-Category Decisions** tab on the left, select the **1. Category & Items** tab, and click the **Create Category** button.

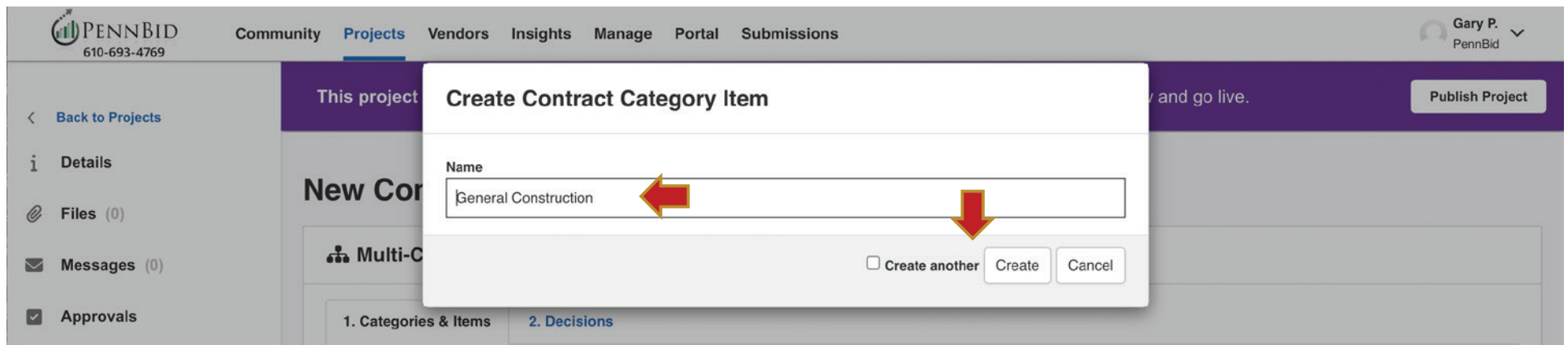
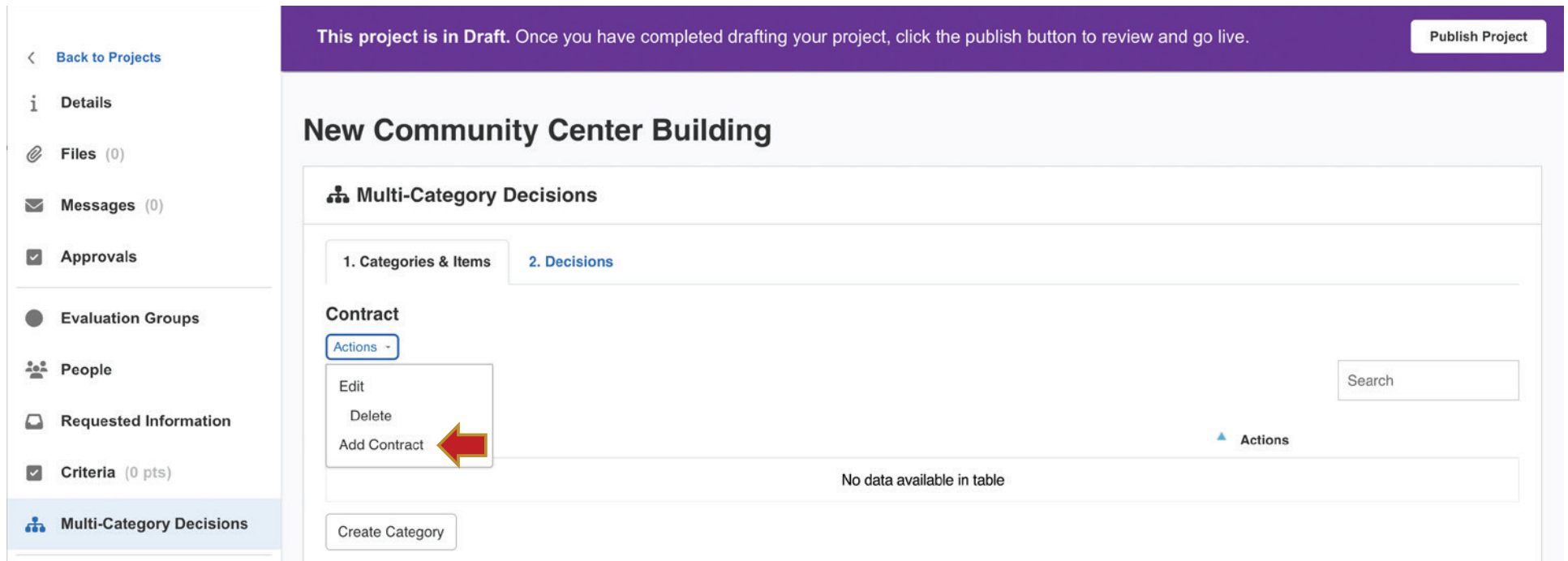
In the pop-up screen enter "Contract" into the **Name** field and click the **Create** button.



The screenshot displays the PENNBID web application interface. At the top, the navigation bar includes 'Community', 'Projects', 'Vendors', 'Insights', 'Manage', 'Portal', and 'Submissions'. The user's name 'Gary P. PennBid' is visible in the top right corner. The left sidebar contains a menu with options: 'Back to Projects', 'Details', 'Files (0)', 'Messages (0)', 'Approvals', 'Evaluation Groups', 'People', 'Requested Information', 'Criteria (0 pts)', 'Multi-Category Decisions' (highlighted), and 'Vendor Invites'. The main content area shows a 'New Contract' form with two tabs: '1. Categories & Items' (active) and '2. Decisions'. A 'Create Category' button is located at the bottom left of the form, indicated by a red arrow. A 'Publish Project' button is in the top right. A 'Create Category' pop-up dialog is open, showing a 'Name' field with 'Contract' entered, a 'Create another' checkbox, and 'Create' and 'Cancel' buttons. A red arrow points to the 'Create' button in the dialog.

Now create all necessary **Contracts** required in your **MCD Project** (i.e. General, Electrical, Mechanical, etc.).

Click the **Actions** button and select the **Add Contract** option from the drop-down menu. Enter the name for each **Contract Category Item** and click the **Create** button. Check the **Create another** button to keep the screen open to create multiple Contracts.



Select the **2. Decisions** tab and create a decision for each of the contracts by using the **Contract** drop-down menu.

The screenshot shows the PENNBID interface with the 'Projects' tab selected. A 'Create Decision' modal is open, displaying a dropdown menu for 'Contract' with the following options: General Construction (checked), Electrical Construction, Mechanical Construction, and Plumbing Construction. A red arrow points to the 'Contract' dropdown menu. Below the modal, the '2. Decisions' tab is active, showing a table of decisions.

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

Requested Information Section

Select the **Requested Information** section. Make sure all items are **Sealed**.

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

New Community Center Building

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

Requested Information
Manage

Add: Requested Document Requested Questionnaire - Requested BidTable - Requested Data Search

Group	Title	Type	Requirement	Multiple Files	Sealed	Actions	O1	O2
Individual Submitting	Enter Individual Submitting First and Last Name	Text	REQUIRED	N/A	Yes	Actions -	✓	
Individual Submitting	Enter Individual Submitting Title	Text	REQUIRED	N/A	Yes	Actions -	✓	
Individual Submitting	Enter Individual Submitting Email and Phone	Text	REQUIRED	N/A	Yes	Actions -	✓	
Bid Bond Upload	Upload Bid Bond Here	PDF (.pdf)	REQUIRED	No	Yes	Actions -	✓	
Supporting Documents	Upload Required Documents Here	Any (*)	REQUIRED	Yes	Yes	Actions -	✓	
Acknowledgements	Bidder Acknowledgements (Q-68IV)	Excel (.xlsx) Questionnaire	REQUIRED	N/A	Yes	Actions -		
N/A	↳ 1 - Acknowledgements	N/A		N/A	N/A		✓	
Pricing Section	Electrical Construction Pricing (BT-35OT)	Excel (.xlsx) BidTable	REQUIRED	N/A	Yes	Actions -		✓
Pricing Section	General Construction Pricing (BT-27MS)	Excel (.xlsx) BidTable	REQUIRED	N/A	Yes	Actions -		✓
Pricing Section	Mechanical Construction Pricing (BT-471 P)	Excel (.xlsx) BidTable	REQUIRED	N/A	Yes	Actions -		✓






Requested Information Tab

In the **Requested Information** tab you establish all items bidders must submit with their bid.

Select the appropriate **Group**, **Title**, **Type**, whether it is **REQUIRED** or **OPTIONAL**, single or **Multiple Files** upload, and all items are assigned to an **Evaluation Group**. PennBid recommends sealing all items on the Requested Information tab.

Types of Requested Information include: **Text** responses, **Supporting Document** uploads, **Bid Bond** upload, **Bidder Acknowledgments** (*Questionnaires*), and **Pricing** (*BidTables*).

Click the **Manage** button to manage all **Requested Information** for your project.

-  Messages (0)
- Approvals
- Evaluation Groups
-  People
-  **Requested Information**
- Criteria (0 pts)
-  Multi-Category Decisions
-  Vendor Invites

Requested Information

Add:


Requested Document

Requested Questionnaire ▾

Requested BidTable ▾

Requested Data

Search

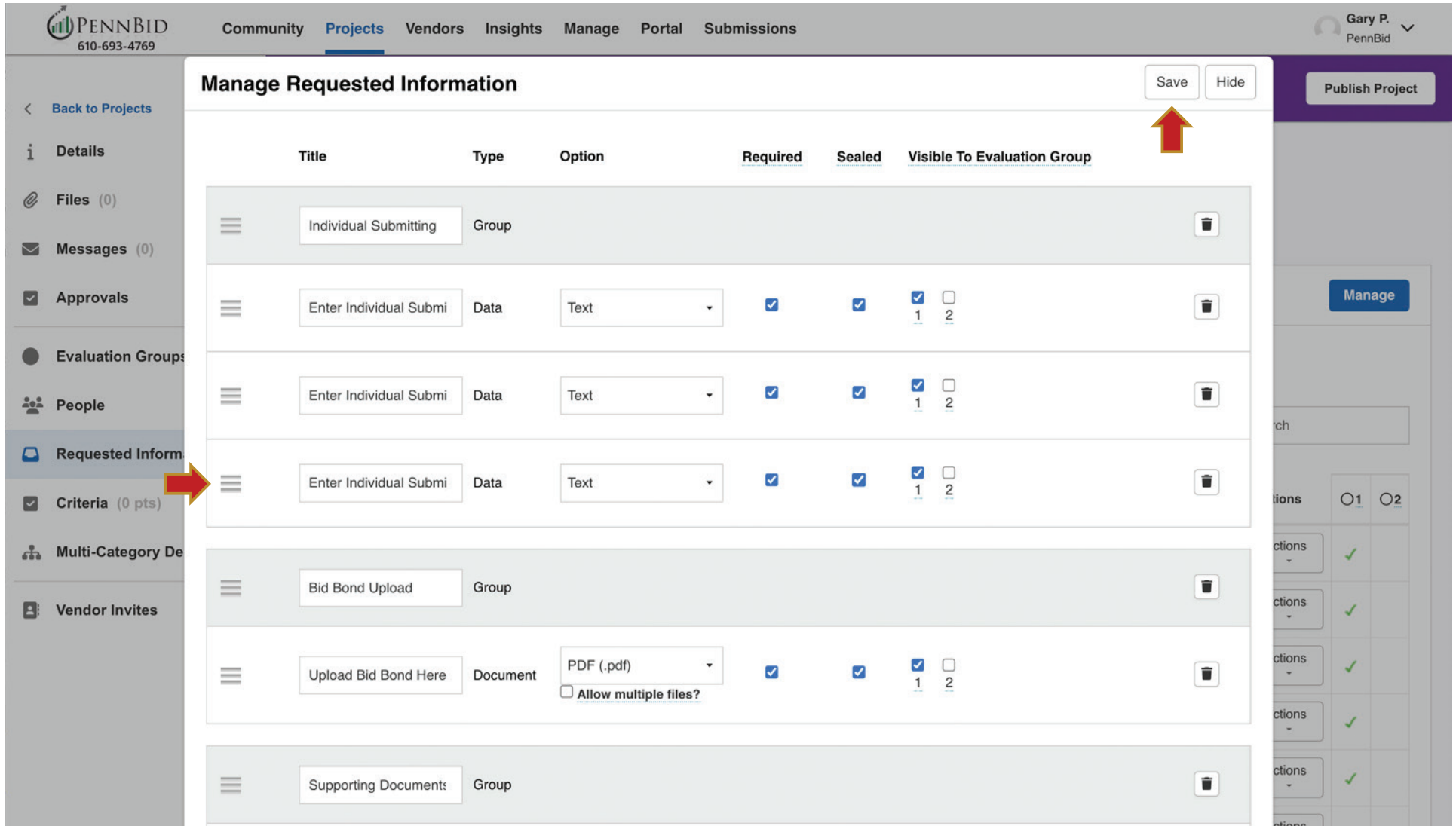

Manage

Group	Title	Type	Requirement	Multiple Files	Sealed	Actions	O1	O2
Individual Submitting	Enter Individual Submitting First and Last Name	Text	REQUIRED	N/A	Yes	Actions ▾	✓	
Individual Submitting	Enter Individual Submitting Title	Text	REQUIRED	N/A	Yes	Actions ▾	✓	
Individual Submitting	Enter Individual Submitting Email and Phone	Text	REQUIRED	N/A	Yes	Actions ▾	✓	
Bid Bond Upload	Upload Bid Bond Here	PDF (.pdf)	REQUIRED	No	Yes	Actions ▾	✓	
Supporting Documents	Upload Required Documents Here	Any (.)	REQUIRED	Yes	Yes	Actions ▾	✓	
Acknowledgements	Bidder Acknowledgements (Q-68IV)	Excel (.xlsx) Questionnaire	REQUIRED	N/A	Yes	Actions ▾		
N/A	↳ 1 - Acknowledgements	N/A		N/A	N/A		✓	
Pricing Section	Electrical Construction Pricing (BT-35OT)	Excel (.xlsx) BidTable	REQUIRED	N/A	Yes	Actions ▾		✓
Pricing Section	General Construction Pricing (BT-27MS)	Excel (.xlsx) BidTable	REQUIRED	N/A	Yes	Actions ▾		✓
	Mechanical Construction Pricing (BT-		REQUIRED			Actions ▾		

To add items, click the appropriate buttons at the bottom of the screen. This includes:

Group, Requested Document, Requested Questionnaire (*bidder acknowledgments*), **Requested BidTable** (*pricing items*), and **Requested Data**. Items or Groups can be deleted by clicking the trash can icon to the right of each item.

Group and Item order can be changed by clicking and dragging using the three bars on the left edge of the screen.



Manage Requested Information

Save Hide

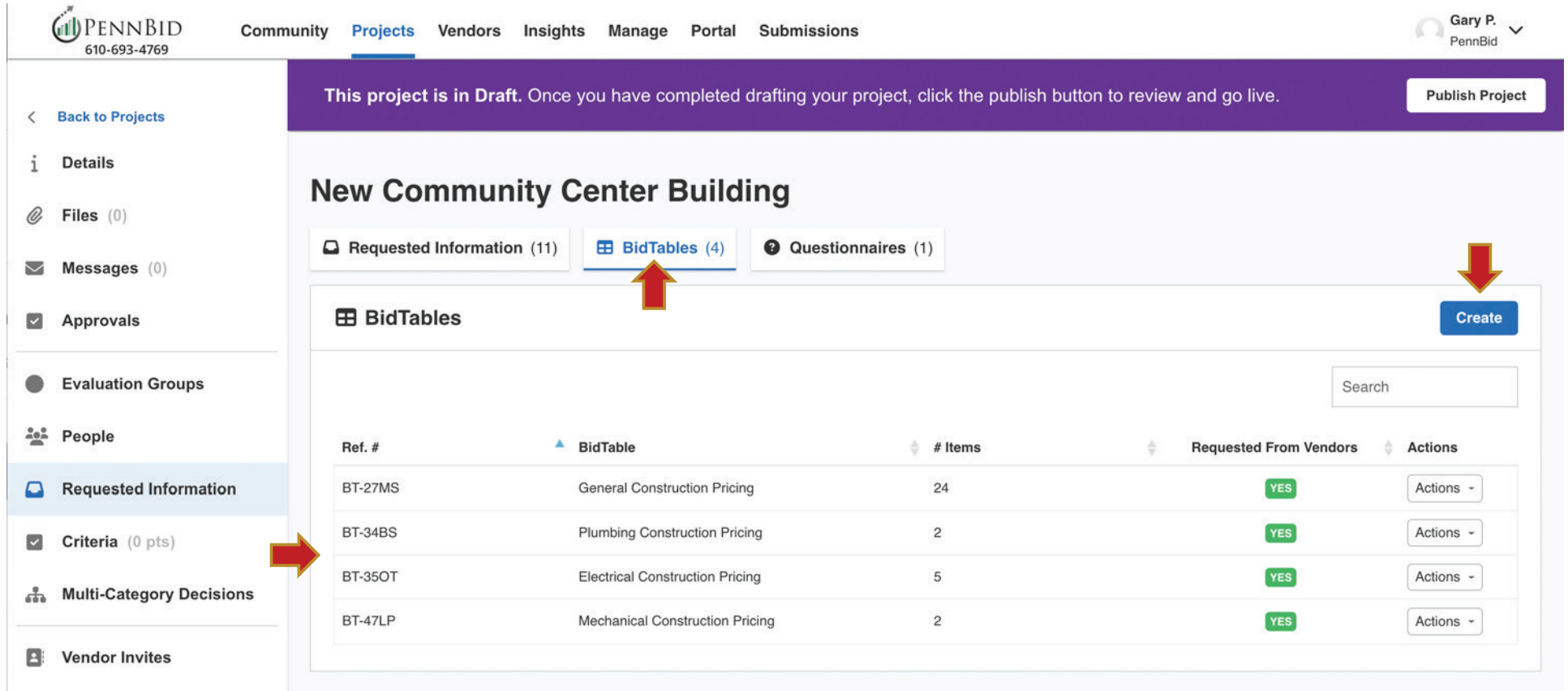
	Title	Type	Option	Required	Sealed	Visible To Evaluation Group	
☰	Individual Submitting	Group					🗑️
☰	Enter Individual Submi	Data	Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	🗑️
☰	Enter Individual Submi	Data	Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	🗑️
☰	Enter Individual Submi	Data	Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	🗑️
☰	Bid Bond Upload	Group					🗑️
☰	Upload Bid Bond Here	Document	PDF (.pdf) <input type="checkbox"/> Allow multiple files?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	🗑️
☰	Supporting Document:	Group					🗑️

BidTables Tab

The pricing portion(s) or **BidTables** related to your project are set up here. You will need to create a separate **BidTable** for each contract/ decision required for your **Multi-Category Decision (MCD)** project.

To create a new **BidTable**, click the **Create** button on the right side of the screen. For more information about creating **BidTables** download our "[Creating A Bid Table](#)" guide.

This creates a new "**Untitled BidTable**" with a Bonfire code in parenthesis (this allows the system to associate your BidTable with the correct project and cannot be changed).



The screenshot shows the PENNBID web application interface. At the top, there is a navigation bar with the PENNBID logo and contact information (610-693-4769) on the left, and user information (Gary P. PennBid) on the right. Below the navigation bar, there is a purple banner indicating the project is in draft. The main content area is titled "New Community Center Building" and features three tabs: "Requested Information (11)", "BidTables (4)", and "Questionnaires (1)". The "BidTables (4)" tab is highlighted with a red arrow. Below the tabs, there is a "Create" button highlighted with a red arrow. The "BidTables" section contains a table with the following data:

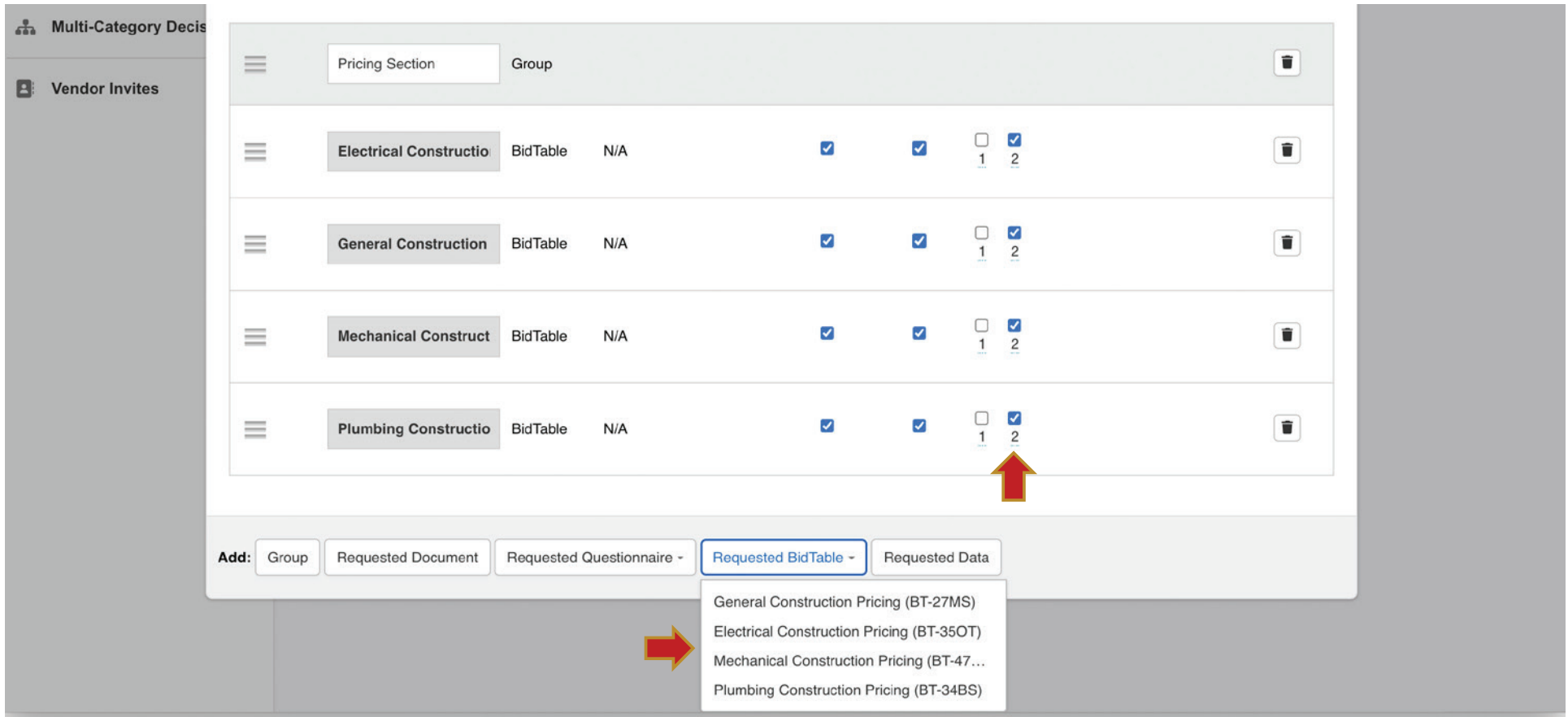
Ref. #	BidTable	# Items	Requested From Vendors	Actions
BT-27MS	General Construction Pricing	24	YES	Actions -
BT-34BS	Plumbing Construction Pricing	2	YES	Actions -
BT-35OT	Electrical Construction Pricing	5	YES	Actions -
BT-47LP	Mechanical Construction Pricing	2	YES	Actions -

Map your final **BidTables(s)** to you project by returning to the **Requested Information** tab. Click the **Manage** button on the right. Scroll to the bottom of the pop-up screen and click the **Requested BidTable** button. Add (map) the **BidTables** to the Pricing Section Group within the **Requested Information** area.

Notice: Make sure to **check** the box to make the BidTable **Visible To Evaluation Group 2**.

After adding your **BidTables** to the **Manage Requested Information** screen, simply drag them to the correct information group using the three (3) lines to the left of the **BidTable Title**.

Map all contract **BidTables** to **Evaluation Group 2 - Pricing Evaluation**.



The screenshot shows the 'Manage Requested Information' interface. On the left, there is a sidebar with 'Multi-Category Decis' and 'Vendor Invites'. The main area displays a table with the following columns: BidTable Title, BidTable Type, BidTable ID, and checkboxes for 'Visible To Evaluation Group 1' and 'Visible To Evaluation Group 2'. Below the table is an 'Add:' section with buttons for 'Group', 'Requested Document', 'Requested Questionnaire', 'Requested BidTable', and 'Requested Data'. A red arrow points to the 'Requested BidTable' button, which has a dropdown menu open showing the following options: 'General Construction Pricing (BT-27MS)', 'Electrical Construction Pricing (BT-35OT)', 'Mechanical Construction Pricing (BT-47...', and 'Plumbing Construction Pricing (BT-34BS)'. Another red arrow points to the 'Visible To Evaluation Group 2' checkbox for the 'Plumbing Constructio' row.

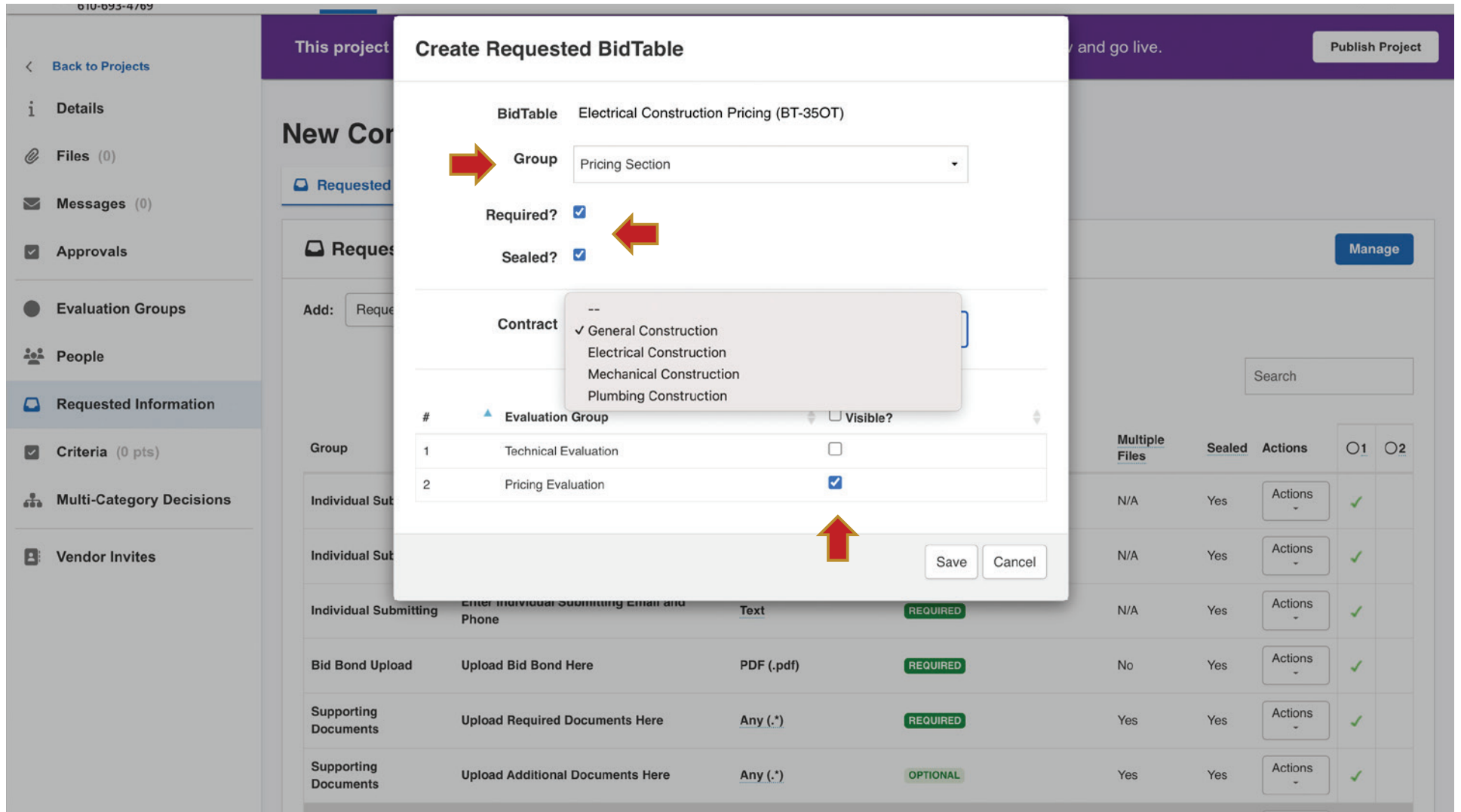
BidTable Title	BidTable	BidTable ID	Visible To Evaluation Group 1	Visible To Evaluation Group 2
Electrical Constructio	BidTable	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General Construction	BidTable	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Construct	BidTable	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Plumbing Constructio	BidTable	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Click the **Actions** button next to each bid table, and select **Edit**.

Group	Title	Type	Requirement	Multiple Files	Sealed	Actions	O1	O2
Individual Submitting	Enter Individual Submitting First and Last Name	Text	REQUIRED	N/A	Yes	Actions	✓	
Individual Submitting	Enter Individual Submitting Title	Text	REQUIRED	N/A	Yes	Actions	✓	
Individual Submitting	Enter Individual Submitting Email and Phone	Text	REQUIRED	N/A	Yes	Actions	✓	
Bid Bond Upload	Upload Bid Bond Here	PDF (.pdf)	REQUIRED	No	Yes	Actions	✓	
Supporting Documents	Upload Required Documents Here	Any (*)	REQUIRED	Yes	Yes	Actions	✓	
Supporting Documents	Upload Additional Documents Here	Any (*)	OPTIONAL	Yes	Yes	Actions	✓	
Acknowledgements	Bidder Acknowledgements (Q-68IV)	Excel (.xlsx) Questionnaire	REQUIRED	N/A	Yes	Actions		
N/A	↳ 1 - Acknowledgements	N/A		N/A	N/A		✓	
Pricing Section	Electrical Construction Pricing (BT-35OT)	Excel (.xlsx) BidTable	REQUIRED EC	N/A	Yes	Actions		✓
Pricing Section	General Construction Pricing (BT-27MS)	Excel (.xlsx) BidTable	REQUIRED GENERAL CONSTRUCTION	N/A		<div style="border: 1px solid gray; padding: 2px;"> Edit Delete </div>		✓
Pricing Section	Mechanical Construction Pricing (BT-47LP)	Excel (.xlsx) BidTable	REQUIRED MC	N/A	Yes	Actions		✓
Pricing Section	Plumbing Construction Pricing (BT-34BS)	Excel (.xlsx) BidTable	REQUIRED PC	N/A	Yes	Actions		✓

Make sure each **BidTable** is matched to the correct **Contract** in the drop-down menu. Verify that all BidTables are assigned to the **Pricing Section** Group, and is marked as **Required** and **Sealed**.

Check the **Visible** column to **Evaluation Group #2 - Pricing Evaluation**.



Create Requested BidTable

BidTable: Electrical Construction Pricing (BT-350T)

Group: Pricing Section

Required?

Sealed?

Contract:

-
- ✓ General Construction
- Electrical Construction
- Mechanical Construction
- Plumbing Construction

#	Evaluation Group	Visible?
1	Technical Evaluation	<input type="checkbox"/>
2	Pricing Evaluation	<input checked="" type="checkbox"/>

Buttons: Save, Cancel

Select the **Criteria** tab and confirm that all **BidTables** are set to **Evaluation Group 2**.

Manage Criteria Hide

Title	Points	Type	Description	Evaluation Group
Add Criteria: <input type="button" value="Pass/Fail"/> <input type="button" value="Rated"/> <input type="button" value="Pricing"/>				
Electrical Construction Pricing		BidTable		<input type="radio"/> 1 <input checked="" type="radio"/> 2
General Construction Pricing		BidTable		<input type="radio"/> 1 <input checked="" type="radio"/> 2
Mechanical Construction Pricing		BidTable		<input type="radio"/> 1 <input checked="" type="radio"/> 2
Plumbing Construction Pricing		BidTable		<input type="radio"/> 1 <input checked="" type="radio"/> 2

Add:

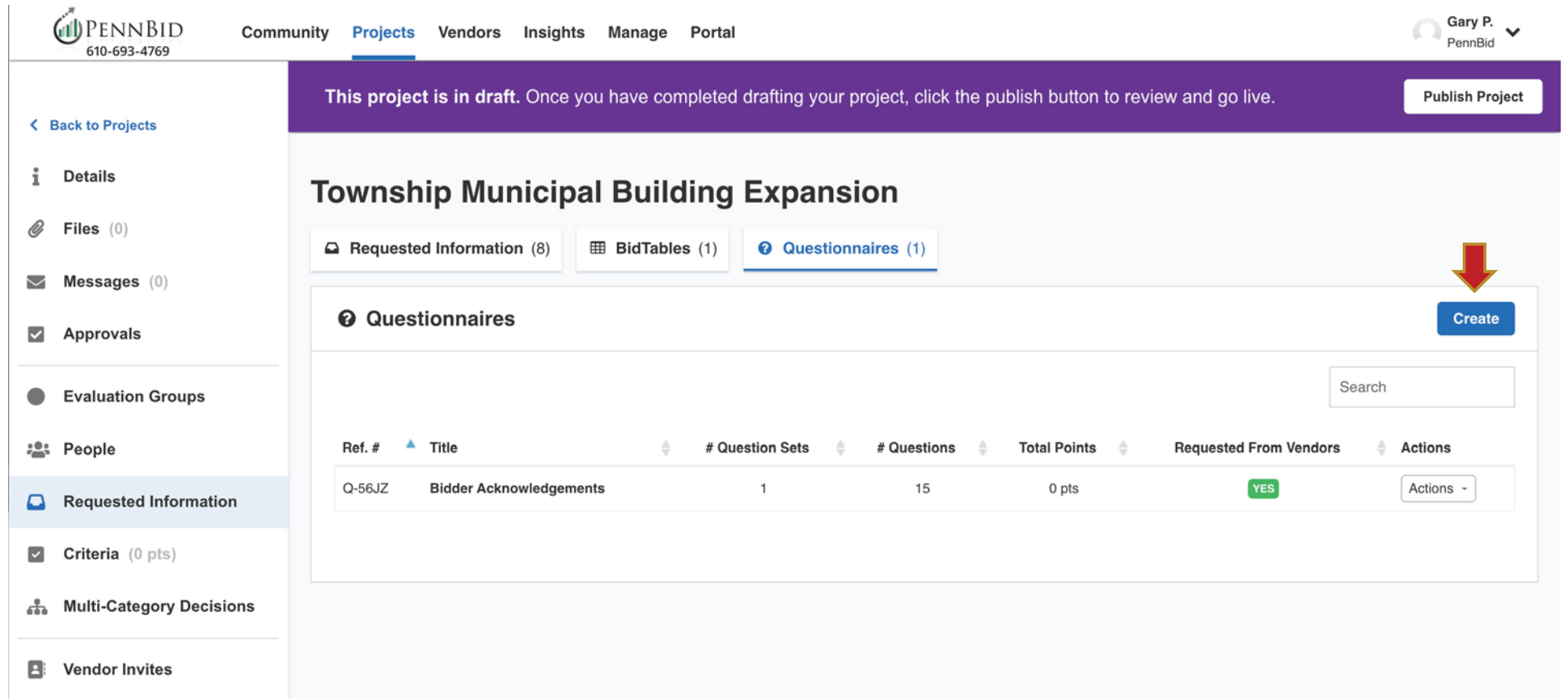
0 pts

Questionnaires Tab

The bidder acknowledgments or **Questionnaires** related to your project are set up here.

To create a new **Questionnaire**, click the **Create** button on the right side of the screen.

For additional information about creating a Questionnaire, download our "[Creating A Questionnaire](#)" guide.



The screenshot shows the PennBid web application interface. At the top left is the PennBid logo with the phone number 610-693-4769. The navigation menu includes Community, **Projects**, 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 project title is "Township Municipal Building Expansion". Below the title are three tabs: "Requested Information (8)", "BidTables (1)", and "Questionnaires (1)". A red arrow points to a "Create" button in the top right corner of the Questionnaires section.

The Questionnaires section contains a table with the following data:

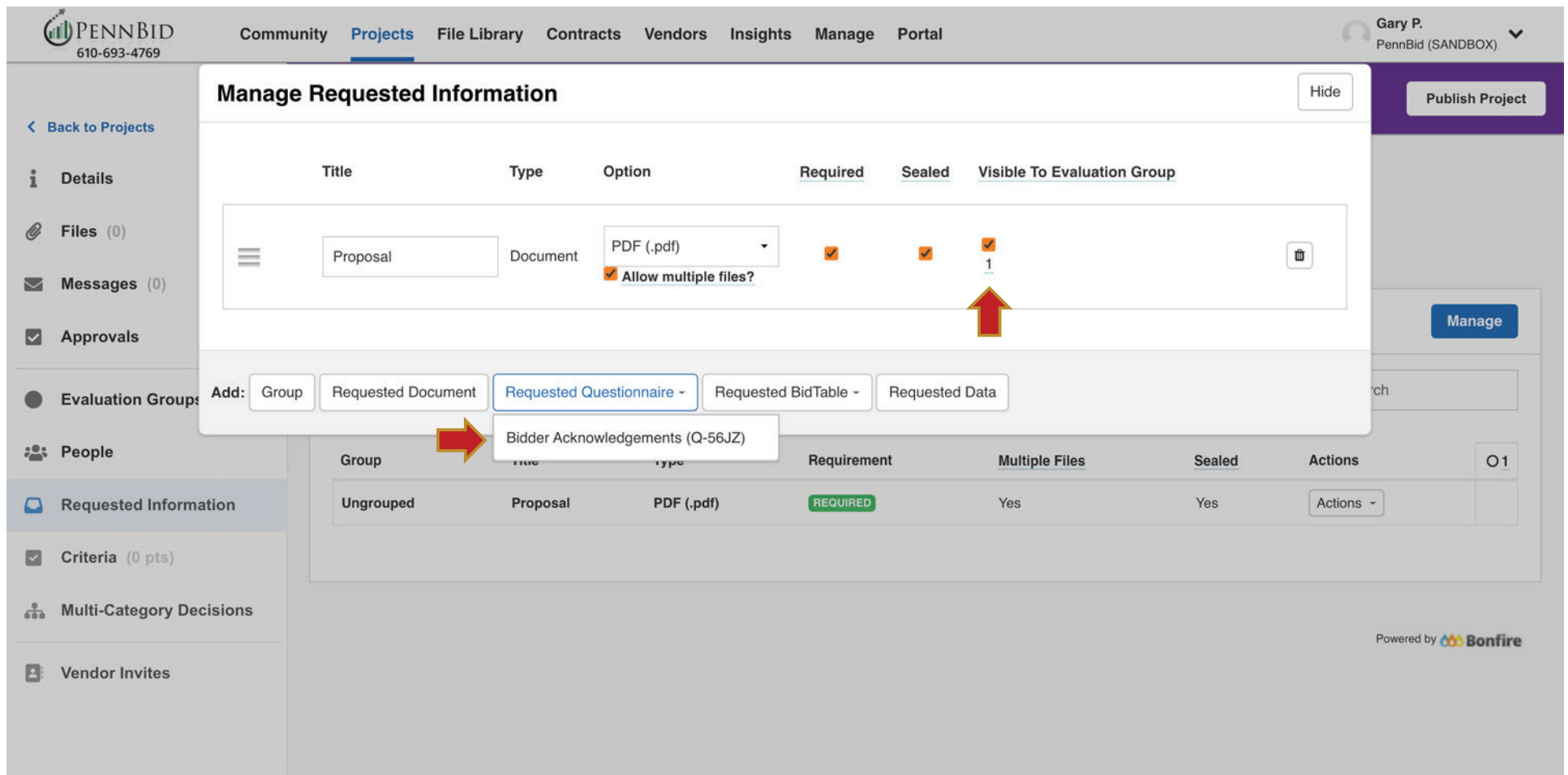
Ref. #	Title	# Question Sets	# Questions	Total Points	Requested From Vendors	Actions
Q-56JZ	Bidder Acknowledgements	1	15	0 pts	YES	Actions -

A search bar is located above the table. The left sidebar contains navigation options: Back to Projects, Details, Files (0), Messages (0), Approvals, Evaluation Groups, People, Requested Information (selected), Criteria (0 pts), Multi-Category Decisions, and Vendor Invites.

Map your final **Questionnaire** to your project by returning to the **Requested Information** tab. First, click the **Manage** button on the right. Then, at the bottom of the pop-up screen click the **Requested Questionnaire** button and select the **Questionnaire**.

Notice: Make sure to **check** the box to make the Questionnaire **Visible To Evaluation Group**.

After adding the **Questionnaire** to the **Manage Requested Information** screen, simply drag the **Questionnaire** to the correct Requested Information Group using the three (3) lines to the left of the **Questionnaire Title**.



The screenshot displays the 'Manage Requested Information' modal window. The table below shows the configuration for a 'Proposal' document type.

Title	Type	Option	Required	Sealed	Visible To Evaluation Group
Proposal	Document	PDF (.pdf) <input checked="" type="checkbox"/> Allow multiple files?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1

The 'Add:' dropdown menu is open, showing the following options:

- Group
- Requested Document
- Requested Questionnaire - (highlighted)
- Requested BidTable -
- Requested Data

The 'Requested Questionnaire' dropdown is further expanded to show:

- Bidder Acknowledgements (Q-56JZ)

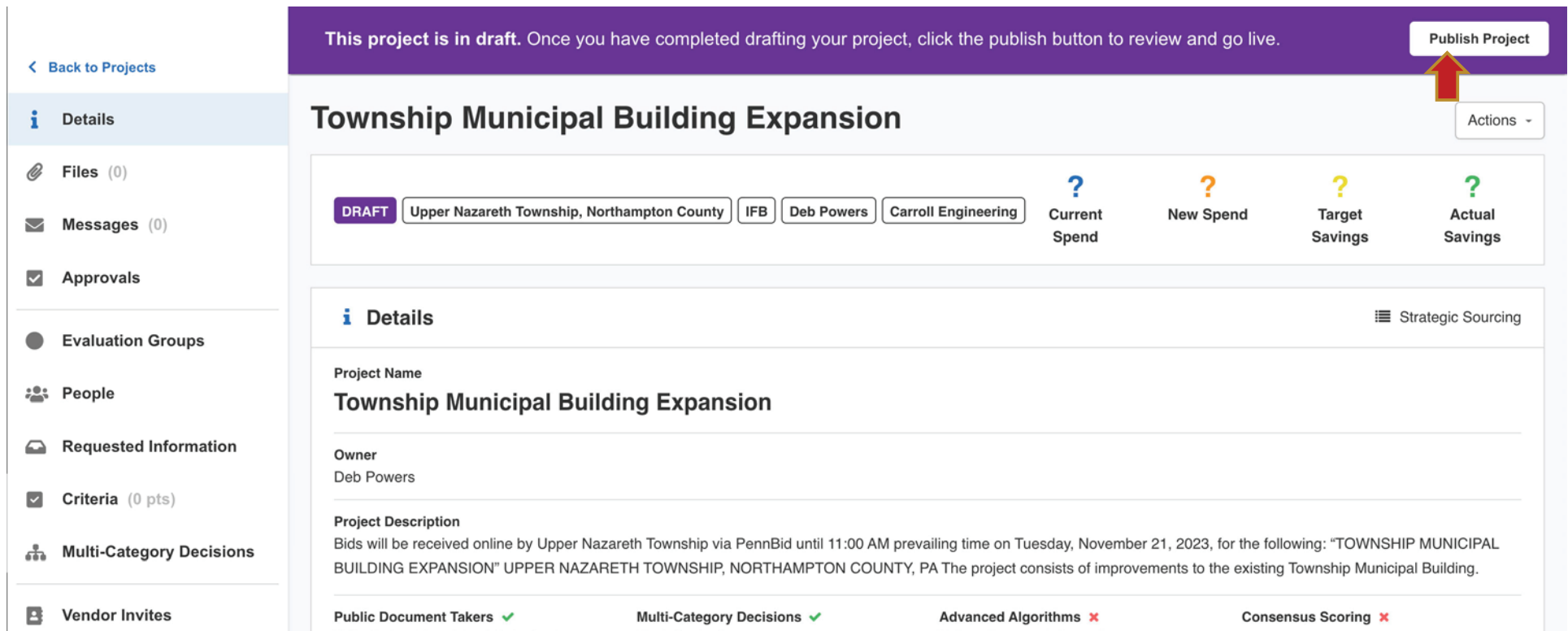
The background interface shows a table with the following data:

Group	Title	Type	Requirement	Multiple Files	Sealed	Actions
Ungrouped	Proposal	PDF (.pdf)	REQUIRED	Yes	Yes	Actions -

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.

Notice: 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.



Back to Projects

- Details
- Files (0)
- Messages (0)
- Approvals
- Evaluation Groups
- People
- Requested Information
- Criteria (0 pts)
- Multi-Category Decisions
- 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

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

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.

Public Document Takers ✓ Multi-Category Decisions ✓ Advanced Algorithms ✗ Consensus Scoring ✗

Should you have any questions or require assistance, please contact PennBid at info@pennbid.net, or **610-693-4769**.