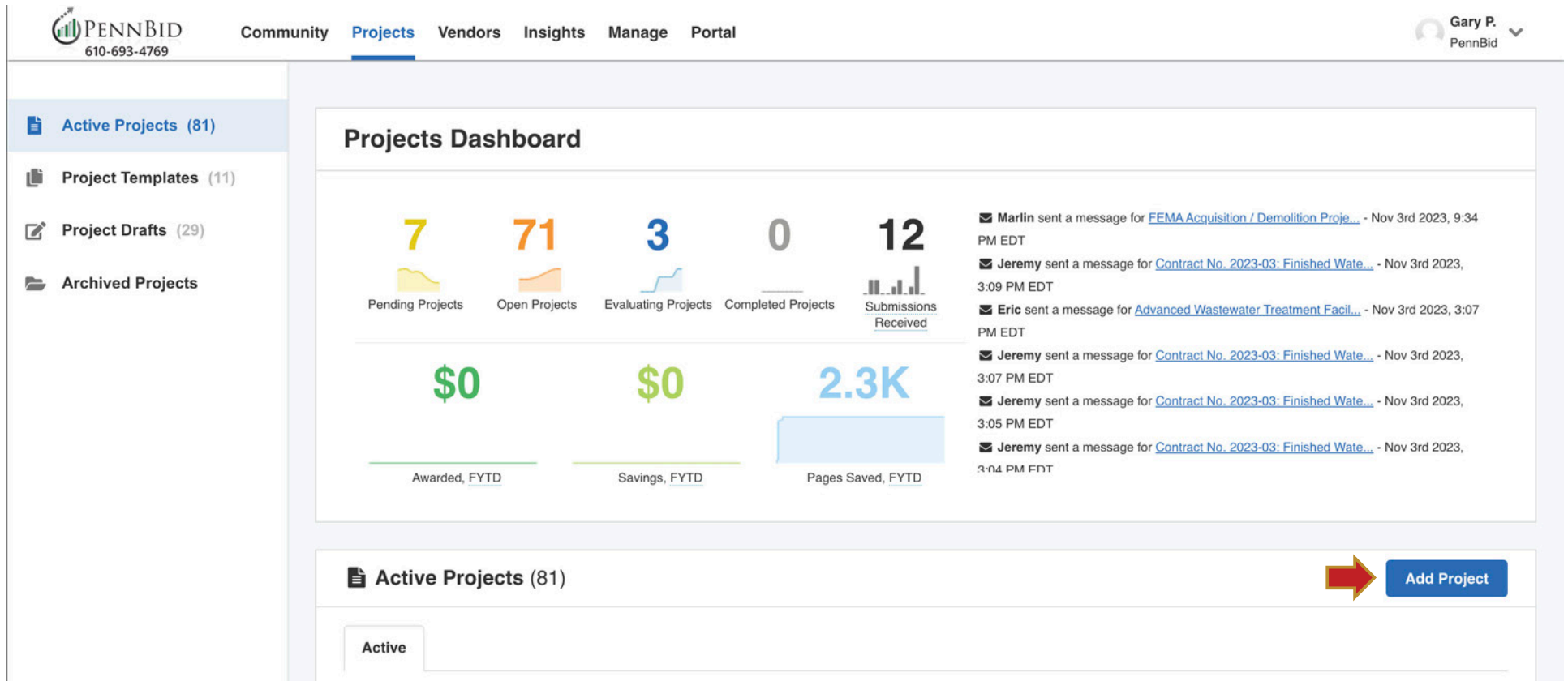


New Project Setup (Single Contract Projects)

New Project Setup – The process of setting up a single-contract 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 application interface. At the top left is the PennBid logo and contact information (610-693-4769). The top navigation bar includes links for Community, Projects (highlighted), Vendors, Insights, Manage, and Portal. On the top right, the user's name 'Gary P. PennBid' is displayed with a dropdown arrow. A left-hand sidebar contains navigation options: Active Projects (81), Project Templates (11), Project Drafts (29), and Archived Projects. The main content area is titled 'Projects Dashboard' and features five key metrics: Pending Projects (7), Open Projects (71), Evaluating Projects (3), Completed Projects (0), and Submissions Received (12). Below these metrics are three financial/operational indicators: Awarded, FYTD (\$0), Savings, FYTD (\$0), and Pages Saved, FYTD (2.3K). On the right side of the dashboard, there is a list of recent messages from other users, including Marlin, Jeremy, and Eric, with timestamps and links to project details. 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. Below this section, a filter for 'Active' projects is visible.

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 **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 – Request For Proposal, ITB – Invitation to Bid, or IFB – Invitation for Bid), **Project Owner** - your **Department** and **User**, and set **Visibility** to (Public, Private, or Invite-Only).

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 *

Visibility *

Additional Details

[Expand All](#)

Add in additional information. You can edit, define, and review these prior to going live.

Dates

All dates are in format: 2020-01-30

4:30PM

Open Date

Vendor Discussions Due Date

Specify Date Never

Close Date

Evaluate By Date

Submission Types

Excel Submissions

Vendors submit BidTables or a Pricing

Sheet as Excel template

Additional Details

Dates:

- Open Date
- Close Date
- Vendor Discussion Due Date - cut off date/ time for bidders to submit questions
- Evaluate By Date - targeted bid review completion date

Submission Types:

- Excel Submissions (keep as default)

Configurations (select the following two):

- Public Document Takers
- Subcontractor Listing

Contact Information:

You have the option to display the project owner's Contact Information. The default setting is hidden.

Custom Fields:

- Contract Type please enter either:
 - Fixed Fee Contract
 - Term Contract
 - Quote (less than public bid threshold)
- County, State
- Estimated Contract value (if desired)

Click the [Create Project Draft](#) to continue.

Additional Details Expand All

Add in additional information. You can edit, define, and review these prior to going live.

Dates -

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

Open Date

Vendor Discussions 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 required. Recommended maximum number of line items is 20 for each BidTable or Pricing Sheet.

Configurations -

<input checked="" type="checkbox"/> Public Document Takers	<input checked="" type="checkbox"/> Subcontractor Listing
<input type="checkbox"/> Multi-Category Decision	<input type="checkbox"/> Advanced Algorithms
<input type="checkbox"/> Consensus Scoring	<input type="checkbox"/> Rank Analysis

Contact Information +

Custom Fields -

Contract Type 👁

PennBid Only – Field 1

PennBid Only – Field 2

County, State 👁

Design Firm 👁

Estimated Contract Value 👁

Cancel
Create Project Draft

After clicking the **Create Project Draft** button, you will proceed to the Details screen where you can review the information entered. Edits can be made to the **Project Details** by clicking the **Actions** button in the upper right corner.

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](#)

- i** Details
- Files (0)
- Messages (0)
- Approvals
- Evaluation Groups
- People
- Requested Information
- Criteria (0 pts)
- Vendor Invites

Township Municipal Building Expansion

DRAFT

Upper Nazareth Township, Northampton County

IFB

Deb Powers

Carroll Engineering

?
 Current Spend

?
 New Spend

?
 Target Savings

?
 Actual Savings

i Details Strategic Sourcing

Project Name
Township Municipal Building Expansion

Owner
Deb Powers
dpowers@carrollengineering.com

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, including new restrooms, a new supervisor's meeting room, a new vestibule, and all other associated work listed herein and as indicated on the plans. All documents and details are available electronically at PennBid – <https://pennbid.bonfirehub.com>.

Public Document Takers ✓	Multi-Category Decisions ✗	Advanced Algorithms ✗	Consensus Scoring ✗
Submission Type: Excel Submission	Rank Analysis ✗	Subcontractor Listing ✓	

Current Spend	Target Savings	Budget	New Spend
---------------	----------------	--------	-----------

Events

Status	Event Name	Event Privacy	Location	Description	Dates	Mandatory
ONGOING	Open Date	N/A	Online Portal	Posting date for the Opportunity	Oct 23rd 2023, 9:00 AM EDT	N/A
UPCOMING	Questions Due	N/A	Online Portal	Deadline to submit Questions	Nov 14th 2023 4:00 PM EST	N/A

Actions ▾

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](#)

Township Municipal Building Expansion

DRAFT Upper Nazareth Township, Northampton County IFB Deb Powers Carroll Engineering Current Spend New Spend Target 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. Select the **Save for Later** button to save the event as a **Draft Event**.


< Cancel


New Event


Event Name *


Location

Description

Start Date * DD/MM/YYYY 

Start Time * 12:00 am 

End Date DD/MM/YYYY 


End Time 12:00 am 

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

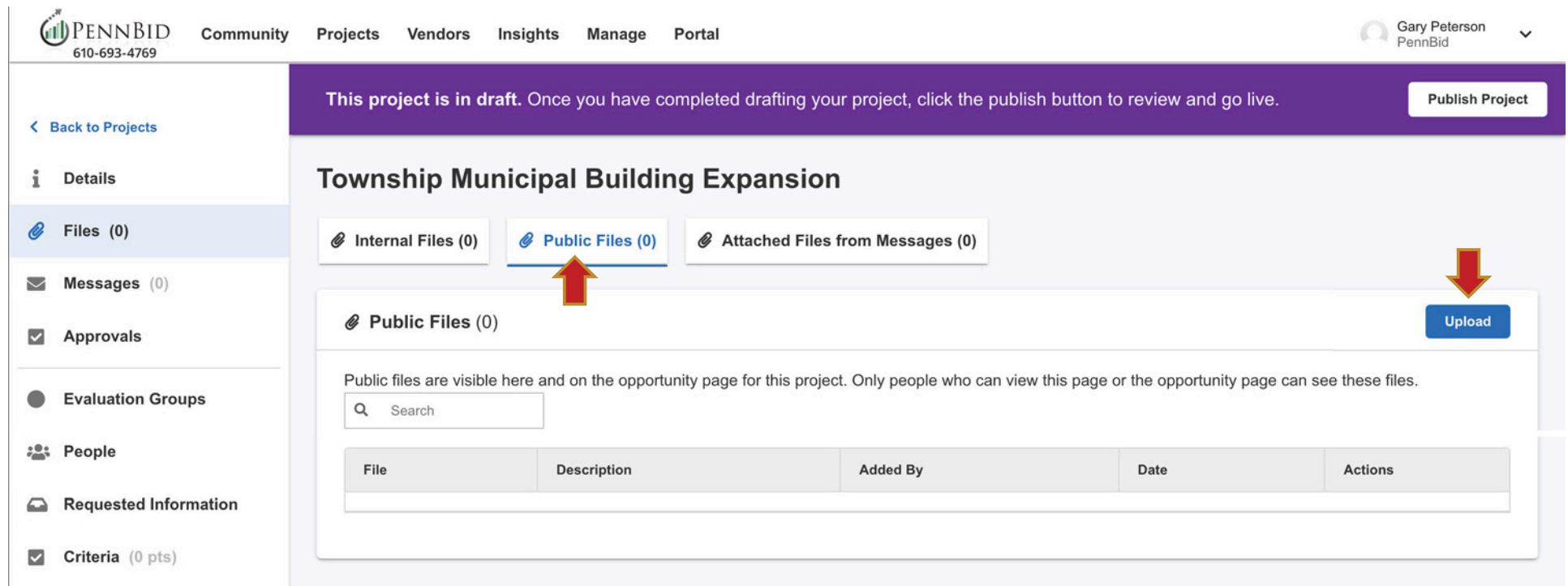
Select the **Files** section. You will upload all final versions of project documents here to be available to bidders to download. This includes, but is not limited to: the advertisement, plans, specs, instructions to bidders, blank required documents for bidders to fill out, etc.

Note: We recommend uploading regular documents in PDF format, as these can't be altered in any way.

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 (610-693-4769). The top navigation bar includes links for Community, Projects, Vendors, Insights, Manage, and Portal. On the top right, the user's name 'Gary Peterson PennBid' is displayed with a dropdown arrow. 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 on the right. 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)". A red arrow points to the "Public Files (0)" tab. Below the tabs is a section for "Public Files (0)" with a blue "Upload" button on the right, also indicated by 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.

Township Municipal Building Expansion

 Upload Public Files

Cancel

Upload



Drag and drop files here, or [browse files](#)

Messages Section

Communications with Vendors is managed within the **Messages** section. Vendor questions will be displayed in the **Vendor Discussions** tab. **Public Notices** can be published for bidders via the **Public Notices** tab, and **Internal Discussions** can be managed for private communications within your **Department Users**. For more information on **Vendor Discussions** see our "Vendor Discussion Quick Start Guide".

Jandy Boulevard Sewer Relocation

Internal Discussions (0) | Public Notices (0) | **Vendor Discussions (2)**

Vendor Discussions (2)

Search: Search... | Status: All

- Kelly Moody (Barrasso Excavation, Inc)** - Required Bid Documents - Bid Form states that a Bidder Qualification Statemen... 10:46 AM
- Herbert, Rowland, and Grubic Project Managem...** - (No Subject) - There will be no pre-bid meeting for this project 8:03 AM

Required Bid Documents
 Freddy Lutz (PennBid), Gary Peterson, Kelly Moody (Barrasso Excavation, Inc), Herbert, Rowland, and Grubic Project Management

Message
 Kelly Moody (Barrasso Excavation, Inc) Oct 31st 2023, 10:46 AM EDT
 Bid Form states that a Bidder Qualification Statement & List of Proposed Subcontractors are required as attachments to this bid. They were not in the Specifications. Will these forms be supplied separately?

Type your Message here

Attach File | Send

Evaluation Groups Section

Within a single contract project there will typically be a single **Evaluation Group**.

In the **Evaluation Group 1 - Main Evaluation** you see all items to be **Released** when a project is unsealed including: **Requested Documents, Requested Data, and Requested Questionnaires** and **Requested BidTables (Pricing Section)**.

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](#)
- [Criteria \(0 pts\)](#)
- [Vendor Invites](#)

Township Municipal Building Expansion

○ Evaluation Groups
Manage

Evaluation Group 1 - Main Evaluation

📁 Requested Information (8)	☑ Criteria (0)
<p>Requested Documents</p> <ul style="list-style-type: none"> Upload Bid Bond Here - PDF (.pdf) Upload Required Documents Here - Any (.*) Upload Additional Documents Here - Any (.*) <p>Requested Data</p> <ul style="list-style-type: none"> Enter Individual Submitting First and Last Name - (Text) Enter Individual Submitting Title - (Text) Enter Individual Submitting Email and Phone - (Text) <p>Requested Questionnaires</p> <ul style="list-style-type: none"> Bidder Acknowledgements (Q-56JZ) ↳ 1 - Acknowledgements <p>Requested BidTables</p> <ul style="list-style-type: none"> Pricing Section (BT-47DE) 	<p>B - Pricing Section (BT-47DE)</p>

People Section

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

Reviewers* – Can view basic components of the project and is **required for anyone who is reviewing /evaluating submitted bids**, bid information, score criteria, and read documents assigned to their **Evaluation Groups**.

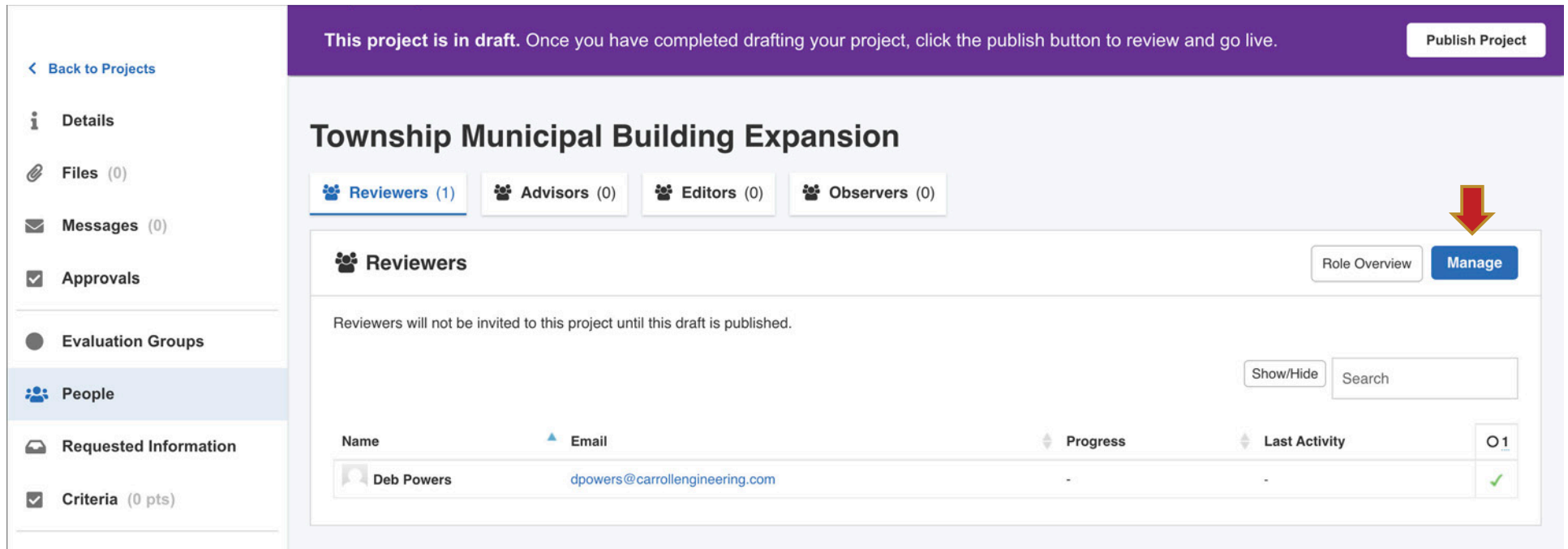
*This is the most commonly selected role and one **Reviewer must be included to Release** (or open) the bid.

Advisors – Have the same functions as reviewers but only with projects that they have been specifically invited to.

Editors – Can contribute to the setup of your Draft Project. After your project is Published, the Editor role is removed.

Observers – Can view all components of a project draft or a published project including all the scores. Project observer is a read-only role.

By clicking on the blue **Manage** button, you will be able to add **People** and assign their **Roles** to your project.

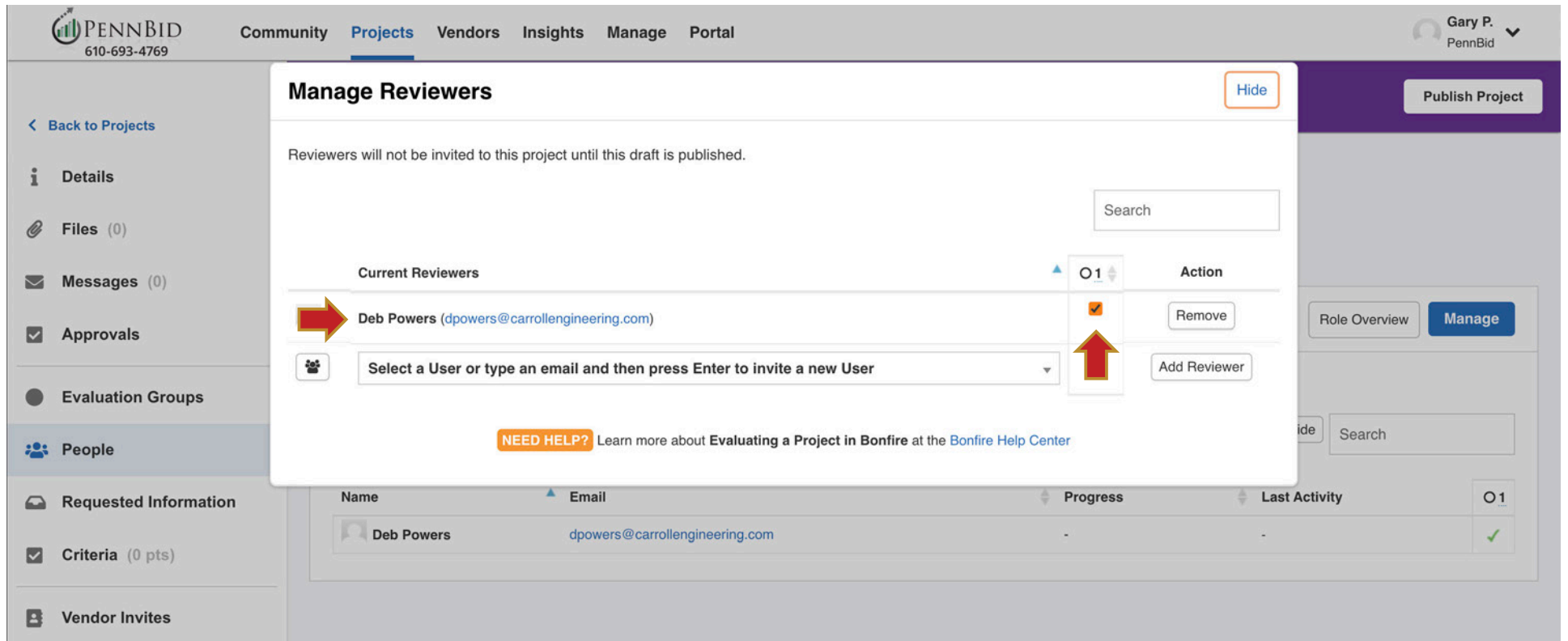


The screenshot shows the 'People' management interface for a project in draft status. A purple banner at the top indicates the project is in draft and provides a 'Publish Project' button. The main heading is 'Township Municipal Building Expansion'. Below the heading are four role selection buttons: 'Reviewers (1)', 'Advisors (0)', 'Editors (0)', and 'Observers (0)'. The 'Reviewers' section is active, showing a 'Manage' button with a red arrow pointing to it. A message states: 'Reviewers will not be invited to this project until this draft is published.' Below this is a search bar with 'Show/Hide' and 'Search' options. A table lists the current reviewer:

Name	Email	Progress	Last Activity	
Deb Powers	dpowers@carrollengineering.com	-	-	O 1 ✓

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




It is important to make sure your **Reviewers** have all Evaluation Groups they require access to selected. If not, when a **Reviewer Releases** (or opens) a bid, they will not have access to the information submitted by bidders for that project.




Manage Reviewers Hide

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

Search

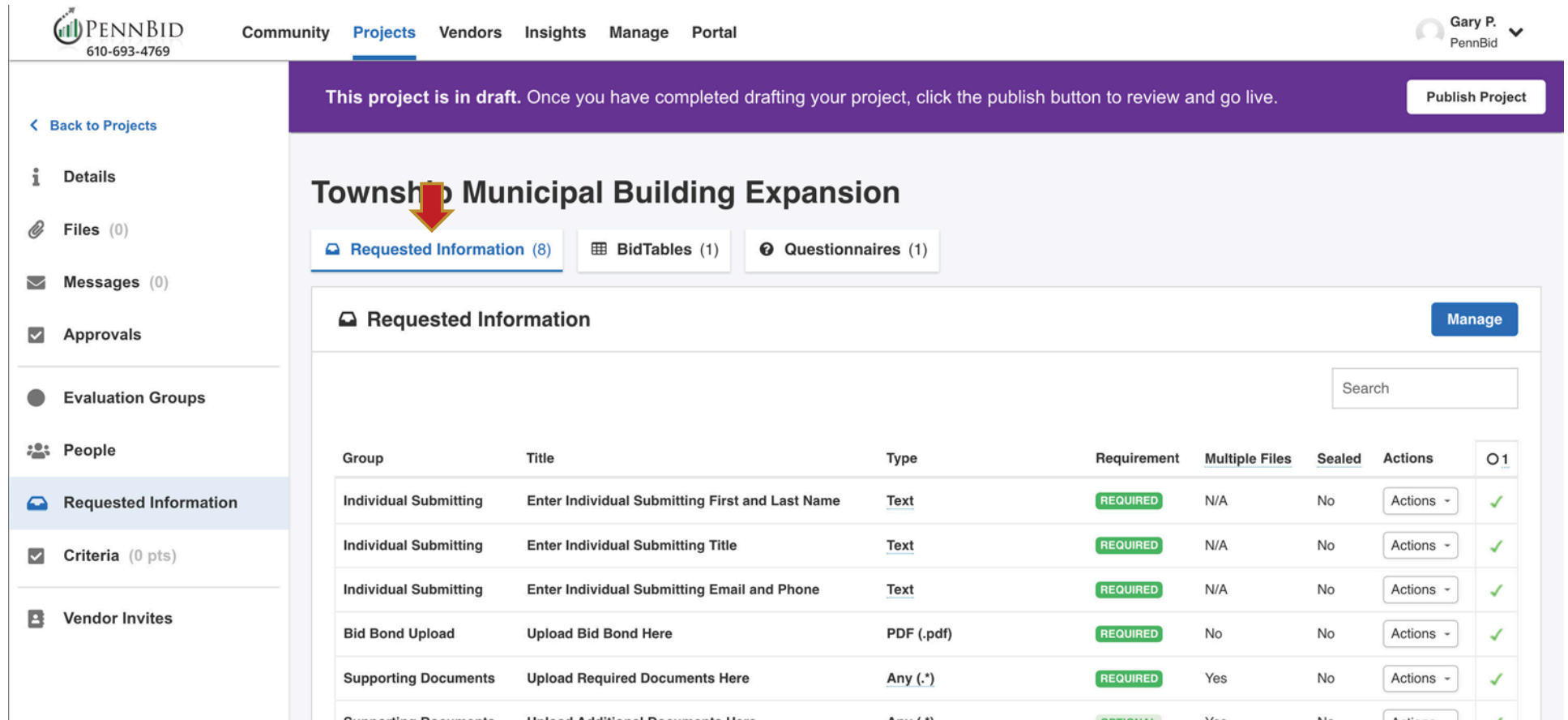
Current Reviewers	Progress	Action
 Deb Powers (dpowers@carrollengineering.com)	O 1	<input checked="" type="checkbox"/> Remove
 Select a User or type an email and then press Enter to invite a new User		Add Reviewer

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

Name	Email	Progress	Last Activity	
 Deb Powers	dpowers@carrollengineering.com	-	-	O 1 ✓

Requested Information Section

Select the **Requested Information** section. There are 3 tabs here including **Requested Information**, **BidTables**, and **Questionnaires**. This screen outlines all the required information that bidders must complete their bid submission.



The screenshot shows the PENNBID web interface. At the top, there is a navigation bar with 'Community', 'Projects', 'Vendors', 'Insights', 'Manage', and 'Portal'. A user profile for 'Gary P. PennBid' is visible in 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 heading is 'Township Municipal Building Expansion'. Below it are three tabs: 'Requested Information (8)', 'BidTables (1)', and 'Questionnaires (1)'. The 'Requested Information' tab is active and highlighted with a red arrow.

Under the 'Requested Information' tab, there is a 'Manage' button and a search box. Below that is a table listing the required information items:

Group	Title	Type	Requirement	Multiple Files	Sealed	Actions	O 1
Individual Submitting	Enter Individual Submitting First and Last Name	Text	REQUIRED	N/A	No	Actions -	✓
Individual Submitting	Enter Individual Submitting Title	Text	REQUIRED	N/A	No	Actions -	✓
Individual Submitting	Enter Individual Submitting Email and Phone	Text	REQUIRED	N/A	No	Actions -	✓
Bid Bond Upload	Upload Bid Bond Here	PDF (.pdf)	REQUIRED	No	No	Actions -	✓
Supporting Documents	Upload Required Documents Here	Any (*.*)	REQUIRED	Yes	No	Actions -	✓
Supporting Documents	Upload Additional Documents Here	Any (*.*)	OPTIONAL	Yes	No	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**. Make sure to set the Bid Bond Upload and Pricing Section

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

- Details
- Files (0)
- Messages (0)
- Approvals
- Evaluation Groups
- People
- Requested Information
- Criteria (0 pts)
- Vendor Invites

Township Municipal Building Expansion

Requested Information (8)
BidTables (1)
Questionnaires (1)

↓
Manage

Requested Information

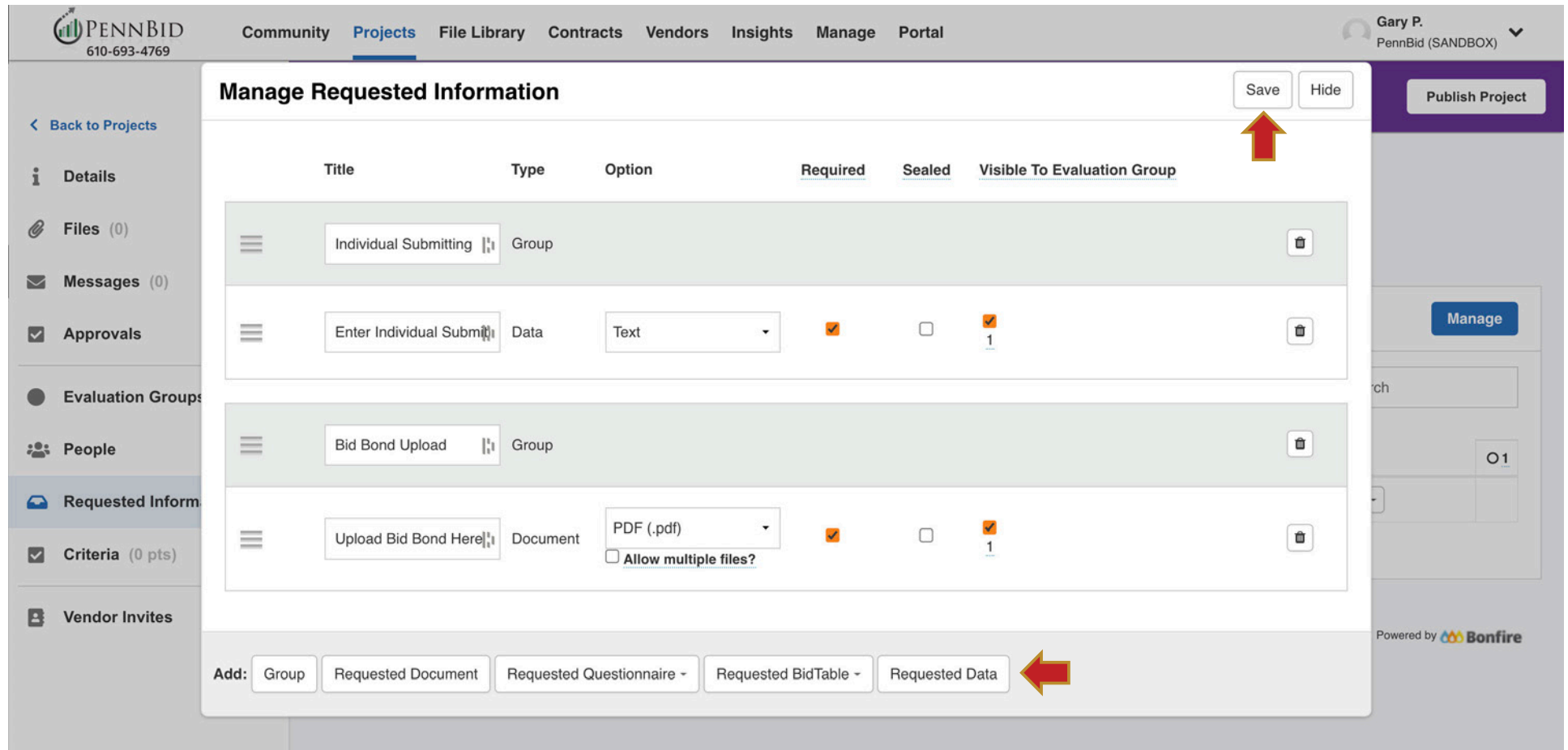
Search

Group	Title	Type	Requirement	Multiple Files	Sealed	Actions	O 1
Individual Submitting	Enter Individual Submitting First and Last Name	Text	REQUIRED	N/A	No	Actions -	✓
Individual Submitting	Enter Individual Submitting Title	Text	REQUIRED	N/A	No	Actions -	✓
Individual Submitting	Enter Individual Submitting Email and Phone	Text	REQUIRED	N/A	No	Actions -	✓
Bid Bond Upload	Upload Bid Bond Here	PDF (.pdf)	REQUIRED	No	No	Actions -	✓
Supporting Documents	Upload Required Documents Here	Any (*)	REQUIRED	Yes	No	Actions -	✓
Supporting Documents	Upload Additional Documents Here	Any (*)	OPTIONAL	Yes	No	Actions -	✓
Acknowledgements	Bidder Acknowledgements (Q-56JZ)	Excel (.xlsx) Questionnaire	REQUIRED	N/A	No	Actions -	
N/A	↳ 1 - Acknowledgements	N/A		N/A	N/A		✓
Pricing Section	Pricing Section (BT-47DE)	Excel (.xlsx) BidTable	REQUIRED	N/A	No	Actions -	✓

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

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 Publish Project

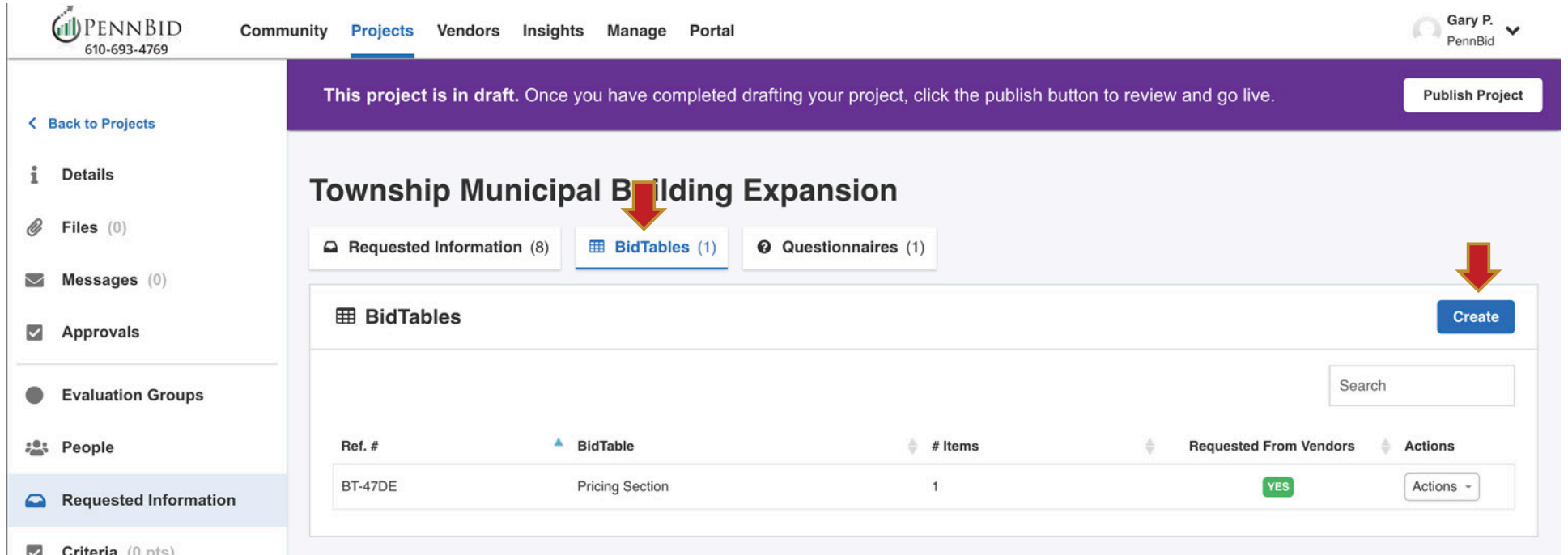
Title	Type	Option	Required	Sealed	Visible To Evaluation Group
Individual Submitting	Group				
Enter Individual Submit	Data	Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 1
Bid Bond Upload	Group				
Upload Bid Bond Here	Document	PDF (.pdf) <input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

Add: Group Requested Document Requested Questionnaire Requested BidTable Requested Data

BidTables Tab

The pricing portion(s) or **BidTables** related to your project are set up here.

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



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 (selected), Vendors, Insights, Manage, and Portal. On the top right, the user is identified as Gary P. PennBid. 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: "Requested Information (8)", "BidTables (1)" (selected), and "Questionnaires (1)". A red arrow points to the "BidTables" tab. Below the tabs is a section titled "BidTables" with a "Create" button on the right, also highlighted with a red arrow. A search bar is located above a table.

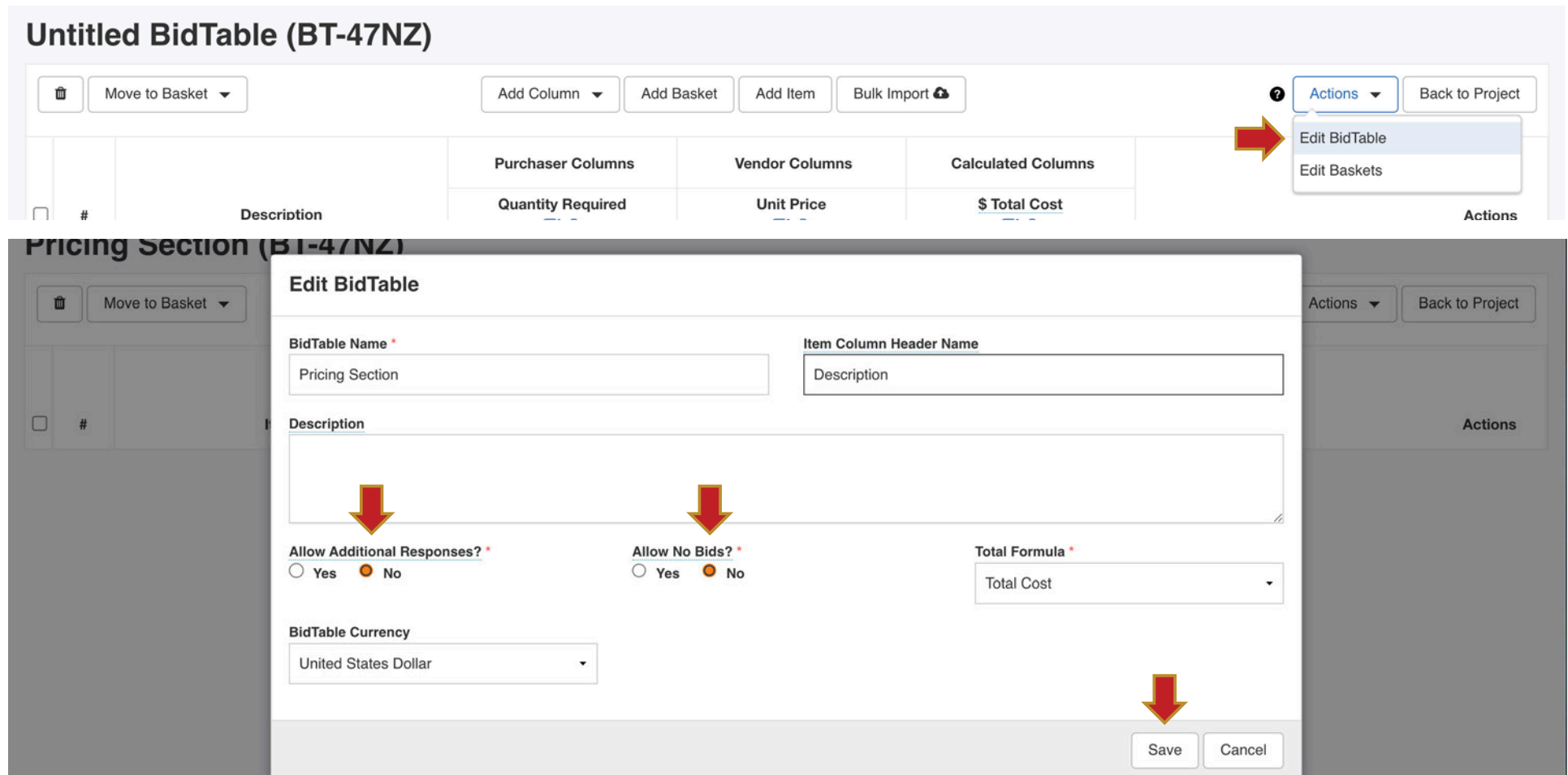
Ref. #	BidTable	# Items	Requested From Vendors	Actions
BT-47DE	Pricing Section	1	YES	Actions -

The left sidebar contains navigation options: Back to Projects, Details, Files (0), Messages (0), Approvals, Evaluation Groups, People, Requested Information (selected), and Criteria (0 pts).

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).

Under the **Actions** button, select **Edit BidTable** and:

- Change the **BidTable Name** to *“Pricing Section”*, change the **Item Column Header Name** to *“Description”*
- Change **Allow Additional Responses** to **NO**
- Change Allow No Bids to NO. If your bid has Alternate or Optional items for bidders and you wish to allow No Bids, we suggest creating an additional BidTable with those line items and have Allow No Bids set to YES on that BidTable.



Untitled BidTable (BT-47NZ)

Move to Basket ▾ Add Column ▾ Add Basket Add Item Bulk Import 📄

ⓘ Actions ▾ Back to Project

	Purchaser Columns	Vendor Columns	Calculated Columns	Actions
#	Description	Unit Price	\$ Total Cost	

Editing BidTable: Pricing Section (BT-47NZ)

Edit BidTable

BidTable Name * Item Column Header Name

Description

Allow Additional Responses? * Yes No
 Allow No Bids? * Yes No

BidTable Currency

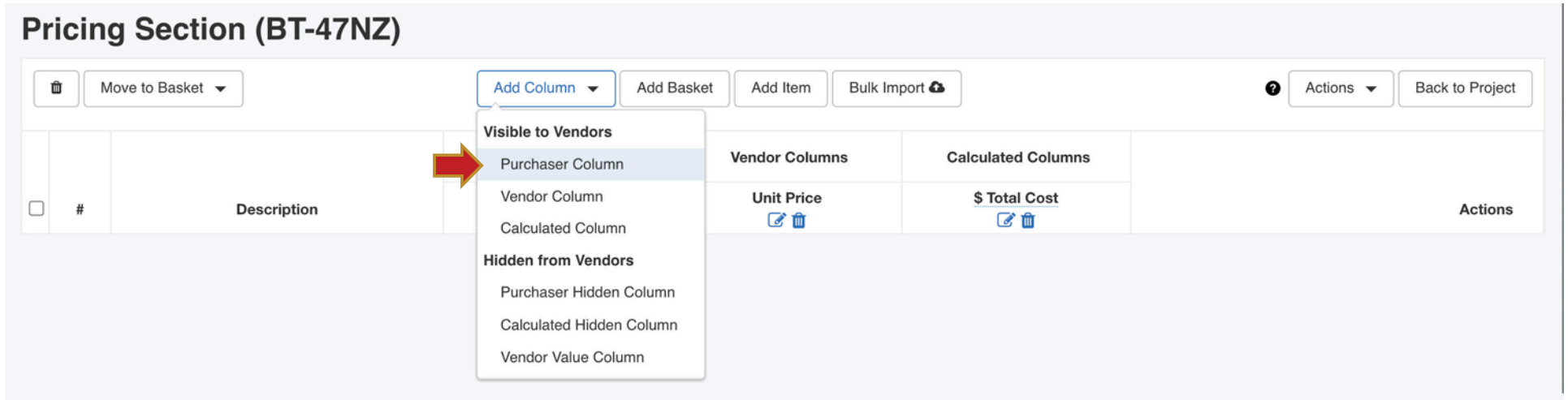
Total Formula *

Save Cancel

Select the **Add Column** button to insert a new **Purchaser Column** to the **BidTable**. In the **Column Name**, enter *Unit of Measure* and set the **Order #** to **1** and click the **Add** button. This will insert the Unit of Measure Column into your bid form.

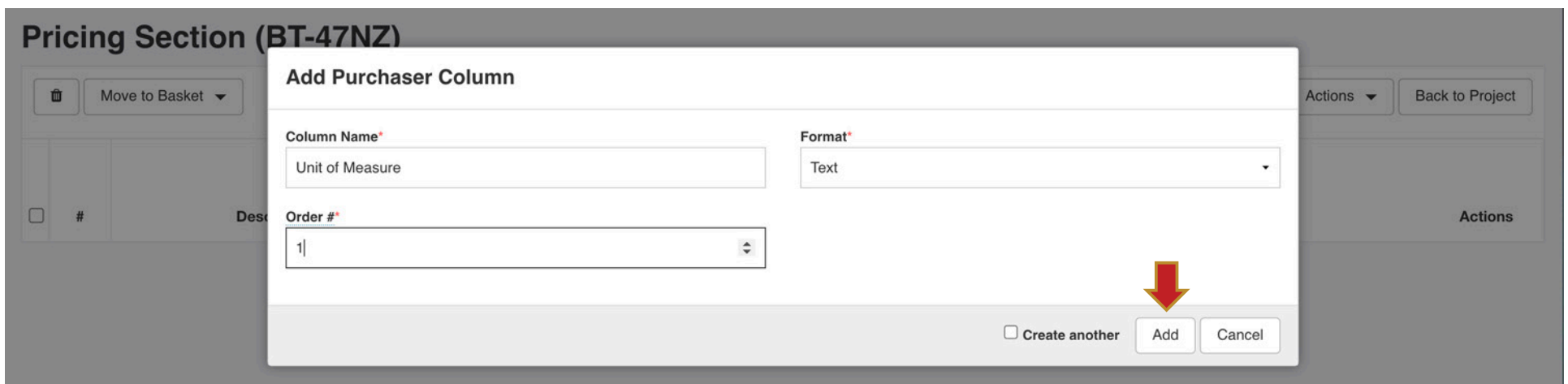
You now have the ability to add additional columns to your pricing table. Select the **Create another** check-box and then the **Add** button.

Pricing Section (BT-47NZ)



The screenshot shows the 'Pricing Section (BT-47NZ)' interface. At the top, there are buttons for 'Move to Basket', 'Add Column', 'Add Basket', 'Add Item', and 'Bulk Import'. Below these is a table with columns for 'Vendor Columns' and 'Calculated Columns'. The 'Add Column' dropdown menu is open, showing options under 'Visible to Vendors' (Purchaser Column, Vendor Column, Calculated Column) and 'Hidden from Vendors' (Purchaser Hidden Column, Calculated Hidden Column, Vendor Value Column). A red arrow points to the 'Purchaser Column' option.

Pricing Section (BT-47NZ)



The screenshot shows the 'Add Purchaser Column' dialog box. It has fields for 'Column Name*' (Unit of Measure), 'Format*' (Text), and 'Order #' (1). At the bottom, there is a checkbox for 'Create another' and 'Add' and 'Cancel' buttons. A red arrow points to the 'Add' button.

Select the **Add Basket** button to create a new basket or baskets (groups for pricing items). Enter the **Basket Name**. If you are adding more than one **Basket** to your **BidTable**, select the **Create another** check-box and click the **Add** button.

Pricing Section (BT-47NZ)

#	Description	Purchaser Columns		Vendor Columns	Calculated Columns	Actions
		Unit of Measure	Quantity Required	Unit Price	\$ Total Cost	
<input type="checkbox"/>						

Pricing Section (BT-47NZ)

Add Basket

Basket Name*

Create another

#	Description	Purchaser Columns		Vendor Columns	Calculated Columns	Actions
		Unit of Measure	Quantity Required	Unit Price	\$ Total Cost	
<input type="checkbox"/>						

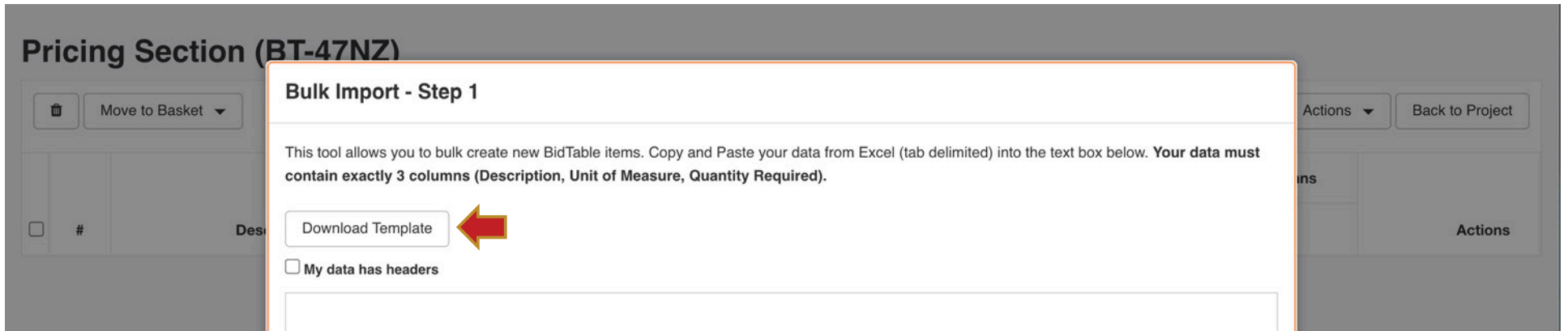
Next, select the **Bulk Import** button.

Pricing Section (BT-47NZ)

#	Description	Purchaser Columns		Vendor Columns	Calculated Columns	Actions
		Unit of Measure	Quantity Required	Unit Price	\$ Total Cost	
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>	1 Base Bid Pricing (0)					

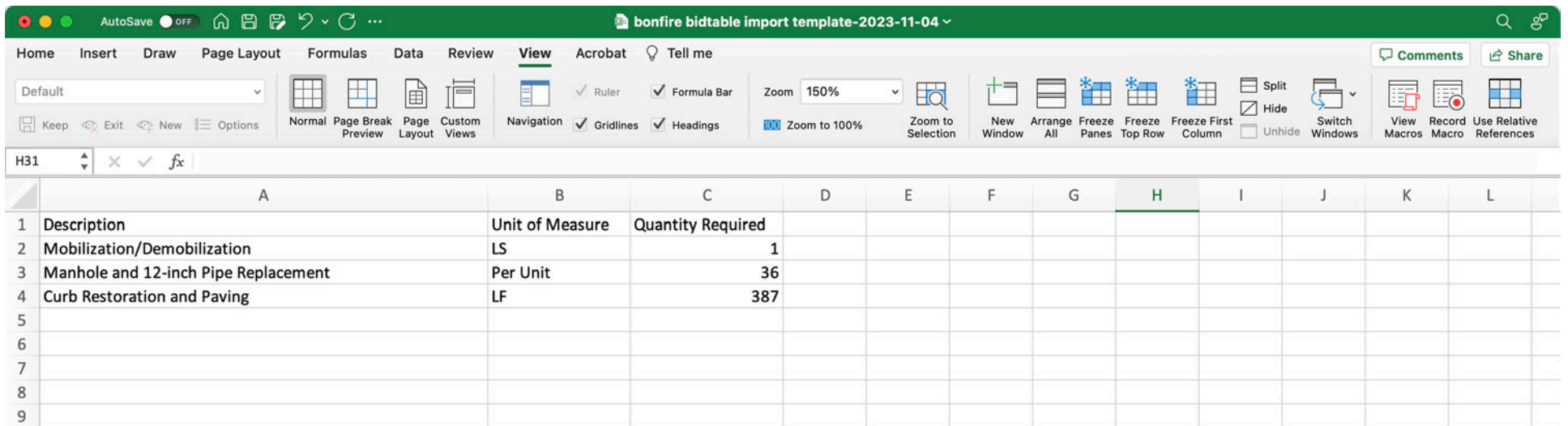
Please add some BidTable items...

From the **Bulk Import - Step 1** screen, click the **Download Template** button. This will download an Excel template file for use in creating your **BidTable** for all pricing line items.



The Excel file will contain a column for the **Item Column Header Name** (Description), and each additional Purchaser Column.

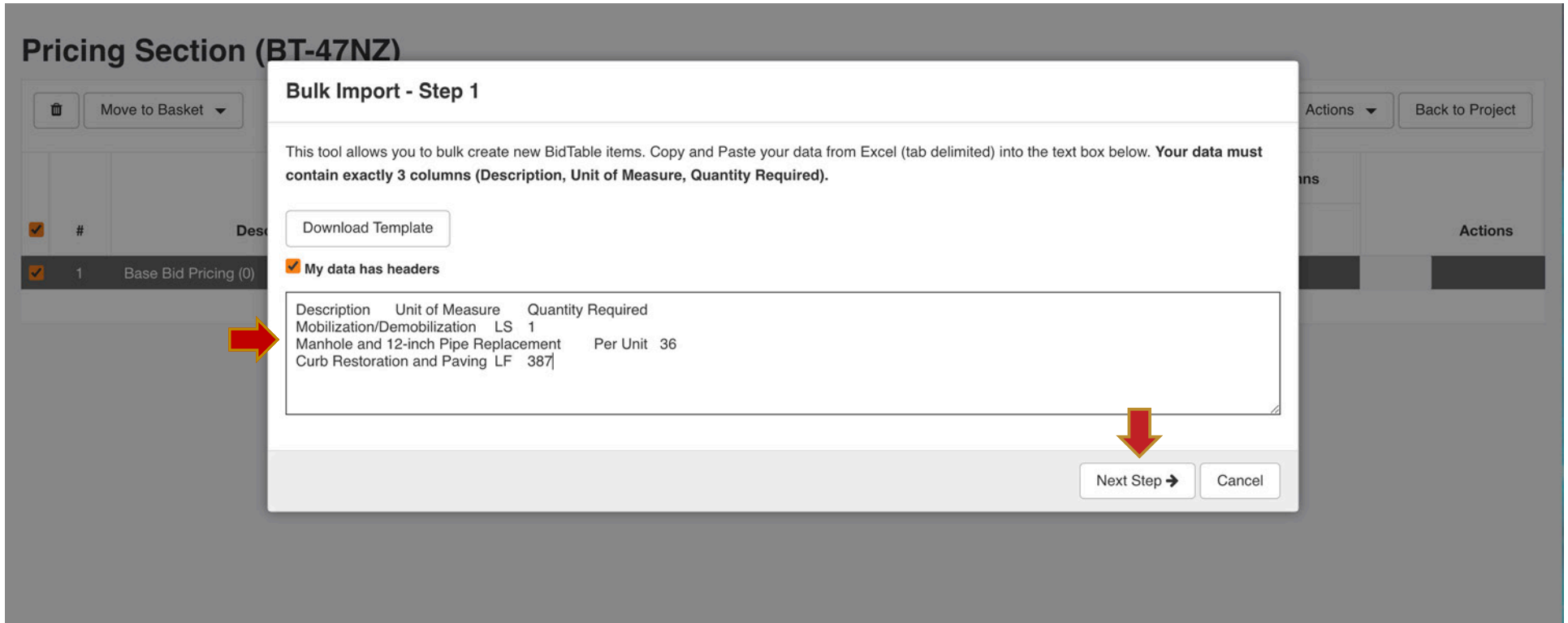
Copy and past your line items into the Excel file making sure to include the **Description**, **Unit of Measure**, and **Quantity Required** cells for each line item.



	A	B	C	D	E	F	G	H	I	J	K	L
1	Description	Unit of Measure	Quantity Required									
2	Mobilization/Demobilization	LS	1									
3	Manhole and 12-inch Pipe Replacement	Per Unit	36									
4	Curb Restoration and Paving	LF	387									
5												
6												
7												
8												
9												

Select all the line items associated with one pricing **Basket** at a time (*if you have only one basket, select all the data*) including the column headers. Return to the **Bulk Import - Step 1** screen and paste the data into large data field. If you have copied the **Column Headers**, make sure that you select the **My data has headers** check-box.

Proceed to the **Next Step** by clicking the button.



Pricing Section (BT-47NZ)

Move to Basket ▾

Actions ▾ Back to Project

ins

Actions

Bulk Import - Step 1

This tool allows you to bulk create new BidTable items. Copy and Paste your data from Excel (tab delimited) into the text box below. **Your data must contain exactly 3 columns (Description, Unit of Measure, Quantity Required).**

Download Template

My data has headers

Description	Unit of Measure	Quantity Required
Mobilization/Demobilization	LS	1
Manhole and 12-inch Pipe Replacement	Per Unit	36
Curb Restoration and Paving	LF	387

Next Step → Cancel

In the **Basket** drop-down menu, select the appropriate **Basket** that the line items need to be assigned to. If you have only one basket you should use the **Base Bid Pricing** basket created earlier.

Review the data import to verify that the data is mapped to the correct columns and click the **Import** button. If you see any errors or issues you can return to the previous step by clicking the **Back to Step 1** button.

Pricing Section (BT-47NZ)

Move to Basket ▾

Actions ▾ Back to Project

ins

Actions

Bulk Import - Step 2

Found 3 BidTable items. Please match the columns in your imported data.

Basket

No Basket
 Base Bid Pricing

Description	Unit of Measure	Quantity Required
Match to: Description ▾	Match to: Unit of Measure ▾	Match to: Quantity Required ▾
Mobilization/Demobilization	LS	1
Manhole and 12-inch Pipe Re...	Per Unit	36
Curb Restoration and Paving	LF	387

↓

Repeat this process for each pricing **Basket** you have for your **BidTable**. You do not need to create separate Excel sheets for each basket. Simply select the line items for each **Basket** section and copy /paste as needed.

When finished, you will see your pricing **BidTable** as illustrated by the sample below.

Pricing Section (BT-47FS)

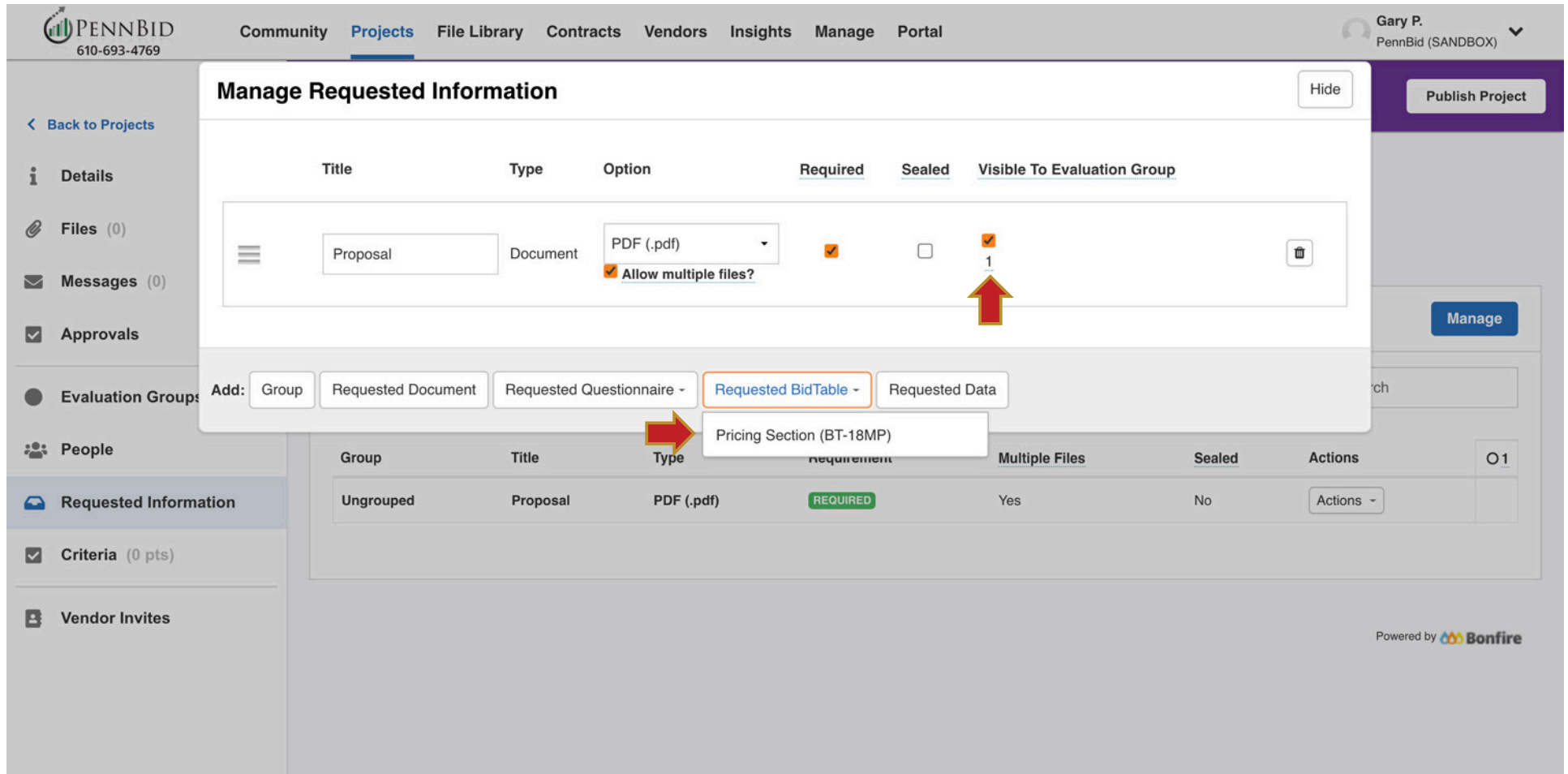
Move to Basket
Add Column
Add Basket
Add Item
Bulk Import
Actions
Back to Project

✓	#	Description	Purchaser Columns		Vendor Columns	Calculated Columns	Actions
			Unit of Measure	Quantity Required	Unit Price	\$ Total Cost	
✓	1	General (3)			-	-	
✓	#1-1	Mobilization and Project Management	LS	1	-	-	
✓	#1-2	Traffic Maintenance and Protection	LS	1	-	-	
✓	#1-3	Erosion and Sediment Control	LS	1	-	-	
✓	2	North Janice Lane Pipe Replacement (7)			-	-	
✓	#2-1	Excavation and Removal of Existing Pipe	LS	1	-	-	
✓	#2-2	36-inch Diameter SLCP Pipe Installation	LF	45	-	-	
✓	#2-3	Bituminous Pavement Subbase Installation	CY	4	-	-	
✓	#2-4	WMA Binder Course Installation – 19.0 mm	SY	25	-	-	
✓	3	South Janice Lane Pipe Replacement (7)			-	-	
✓	#3-1	Excavation and Removal of Existing Pipe	LS	1	-	-	
✓	#3-2	48-inch Diameter SLCP Pipe Installation	LF	60	-	-	
✓	#3-3	Bituminous Pavement Subbase Installation	CY	7	-	-	
✓	#3-4	WMA Binder Course Installation – 19.0 mm	SY	41	-	-	

Map your final **BidTables(s)** 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 BidTable** button and select the appropriate **BidTable**.

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

After adding them 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**.

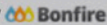


Manage Requested Information

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 type="checkbox"/>	<input checked="" type="checkbox"/> 1

Add: Group Requested Document Requested Questionnaire - **Requested BidTable -** Requested Data

Group	Title	Type	Requirement	Multiple Files	Sealed	Actions
Ungrouped	Proposal	PDF (.pdf)	REQUIRED	Yes	No	Actions -

Powered by  Bonfire

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.

The screenshot shows the PENNBID web application interface. At the top left is the PENNBID logo and contact information (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 main content area is for the project "Township Municipal Building Expansion". It features three tabs: "Requested Information (8)", "BidTables (1)", and "Questionnaires (1)". A red arrow points to a blue "Create" button in the top right corner of the "Questionnaires" section.

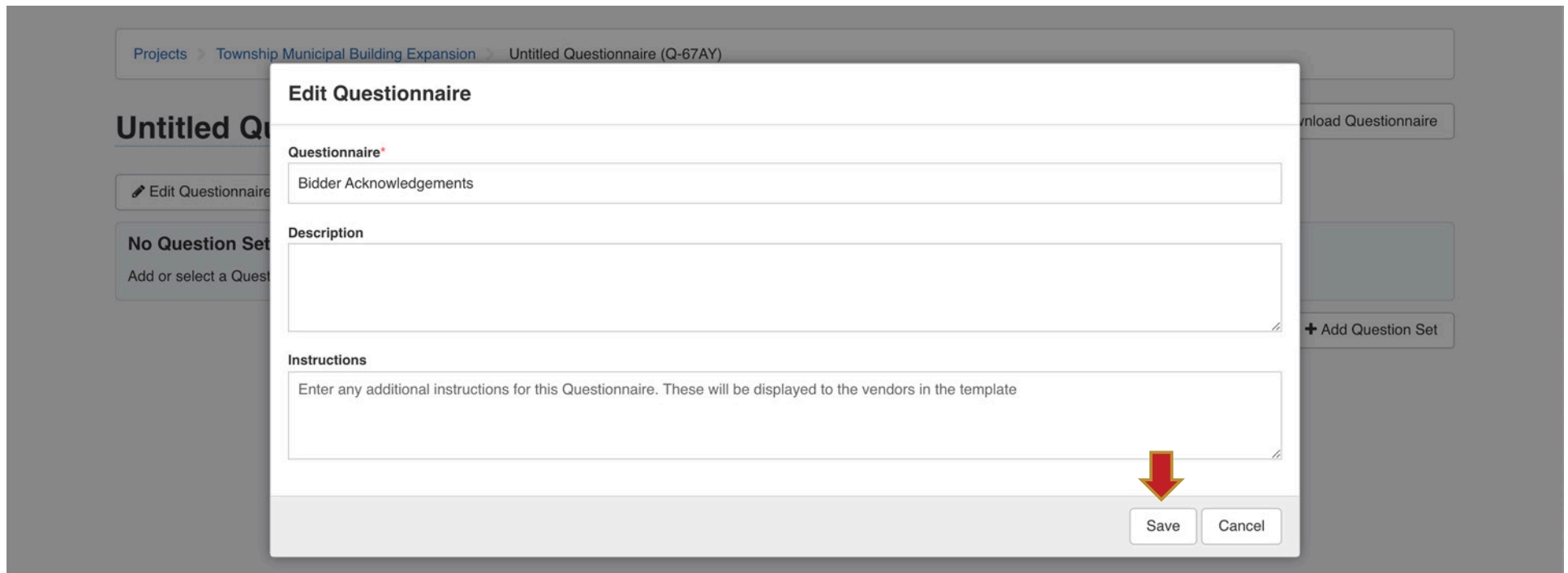
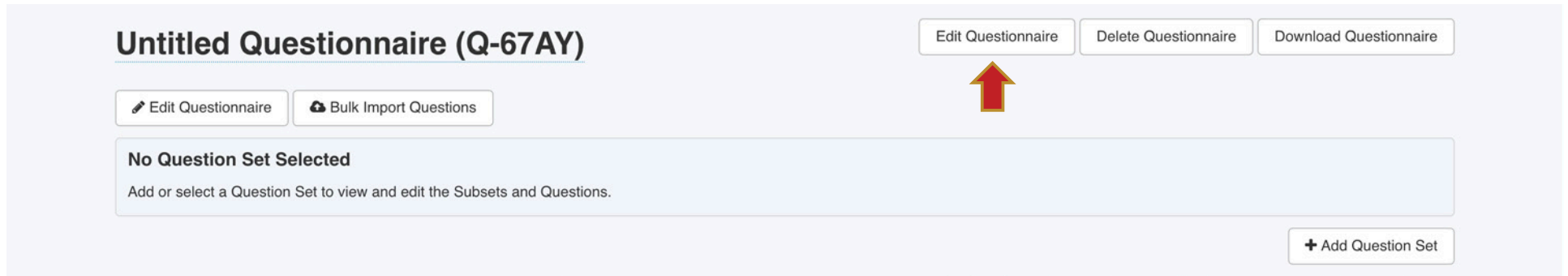
Below the "Create" button is a table of questionnaires. The table has columns for Ref. #, Title, # Question Sets, # Questions, Total Points, Requested From Vendors, and Actions. A search bar is located in the top right of the table area.

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

At the bottom right of the page, it says "Powered by Bonfire".

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

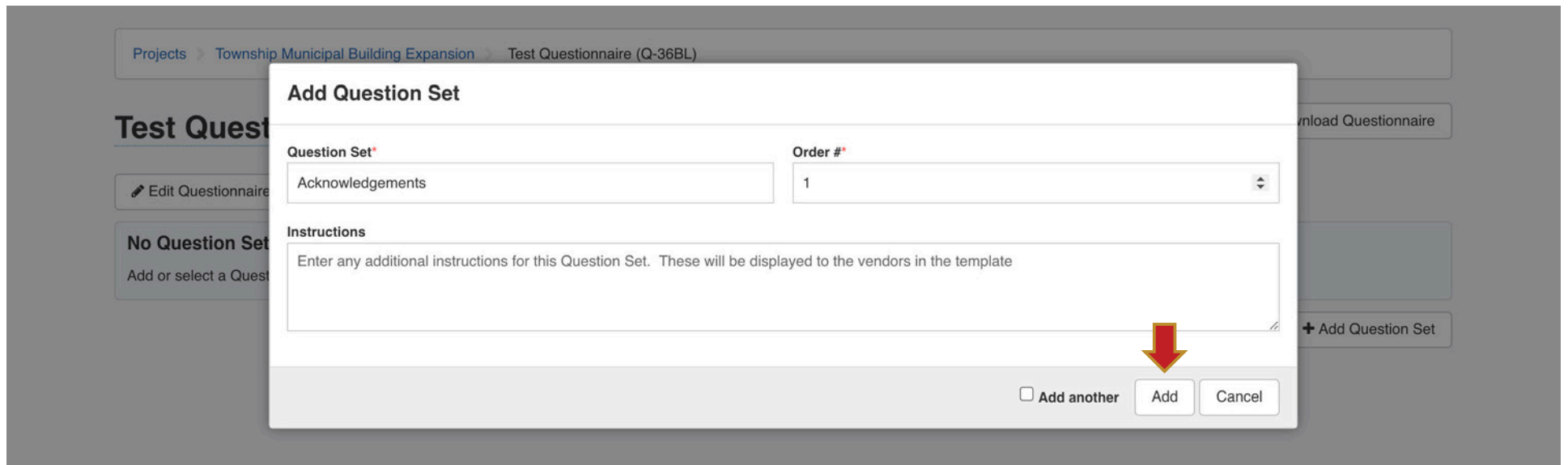
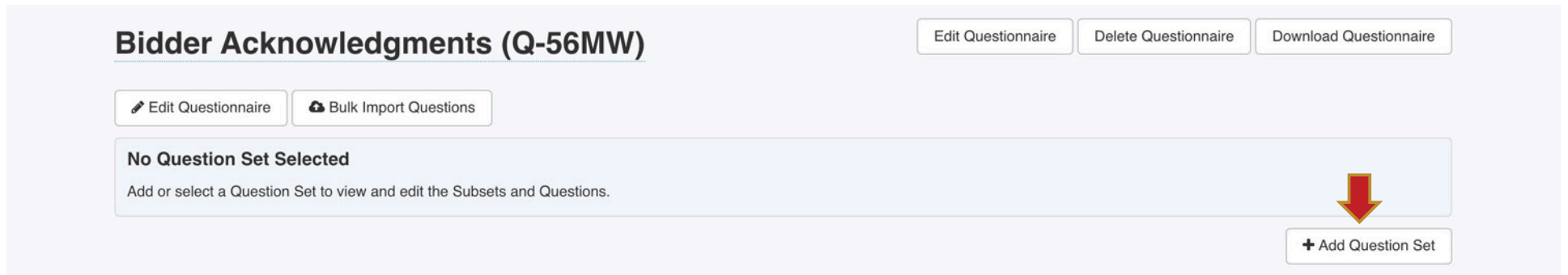
Click the **Edit Questionnaire** button and change the name to *“Bidder Acknowledgments”*. Click the **Save** button.



Click the **Add Question Set** button in the lower right hand corner of the screen.

In the **Question Set** text box enter *"Acknowledgments"*. When adding only one **Questions Set**, make sure the **Add another** box is unchecked before clicking **Add**.

While uncommon; if you are adding more than one **Questions Set**, select the **Add another** check-box, then click the **Add** button.



Click the **Bulk Import Questions** button. From the **Bulk Import Questions - Step 1** window, click the **Download Template** button.

Bidder Acknowledgments (Q-56MW)

Edit Questionnaire Delete Questionnaire Download Questionnaire

Edit Questionnaire Bulk Import Questions

No Question Set Selected
Add or select a Question Set to view and edit the Subsets and Questions.

Projects > Township Municipal Building Expansion > Bidder Acknowledgments (Q-56MW)

Bidder Acknowledgments (Q-56MW)

Edit Questionnaire

No Question Set Selected
Add or select a Question Set

Bulk Import Questions - Step 1

This tool allows you to add new Questions in bulk. Copy and Paste your data from Excel (tab delimited) into the text box below.

Your data must contain at least 3 columns:

- Question Set
- Question
- Points

You may also include any of the following optional columns:

- Scoring Instructions
- Subset
- Vendor Response Options
- Response Option Score Percentages
- Response Option Comment Requirements
- Instructions

Commas (,) and tildes (~) are 'special' - Avoid using them in the text of your Questionnaire.

- Example: a response option of 'yes, I agree' will cause an error

Download Template

My data has headers

Learn more about Importing Questionnaires at the [Bonfire Help Center](#)

Next Step → Cancel

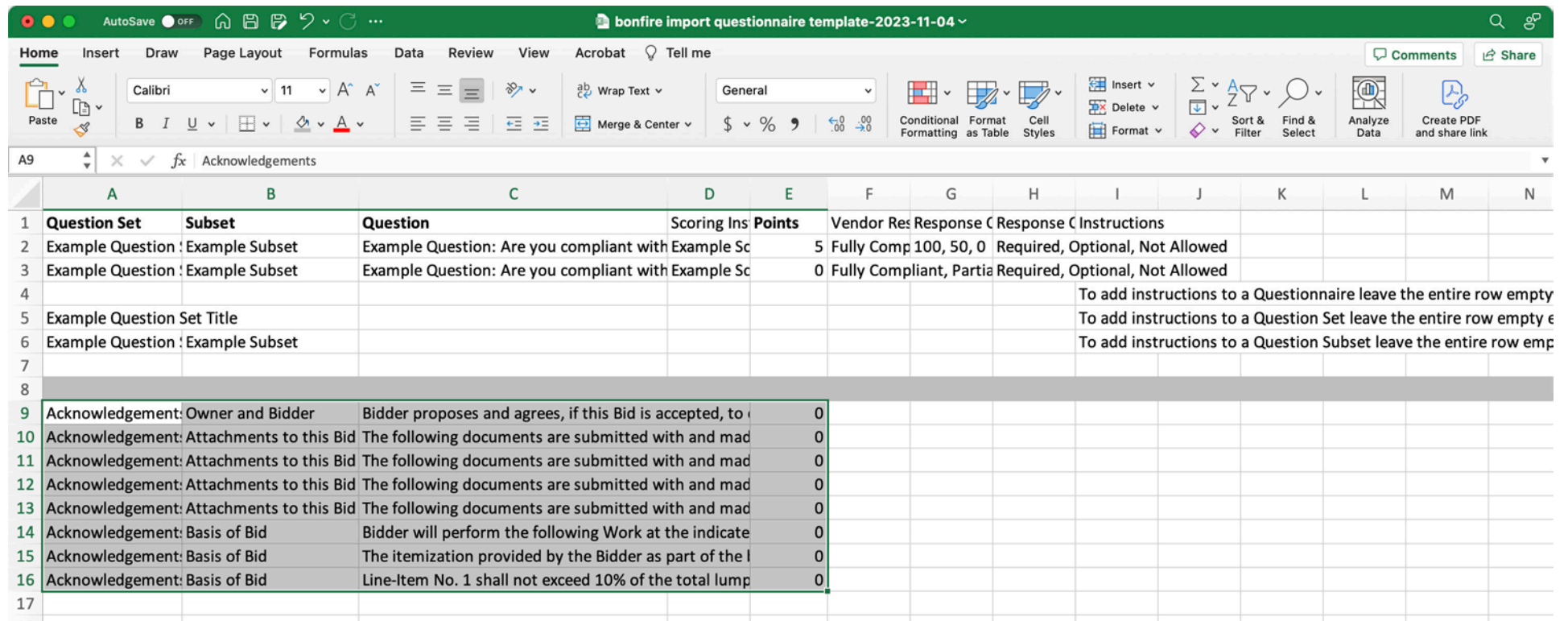
This will download an Excel template file for use in creating your **Bidder Acknowledgments**, **Question Sets**, and **Subsets** for bidders to respond to the Acknowledgments.

The Excel file will contain columns for data entry. The three (3) required columns are: **Question Set**, **Question**, and **Points**. If you have question groups, they will be set using the **Subset** column (not required).

Below the auto-generated content in the spreadsheet (beginning around line 9) enter the following from your bidding documents:

- **Question Set** column - Enter "Acknowledgments"
- **Subset** column - Enter your question group title. If no groups are required, leave this column blank. (Ex: "Owner and Bidder")
- **Question** column - Copy and paste your content or information
- **Points** column - Enter zero "(0)"

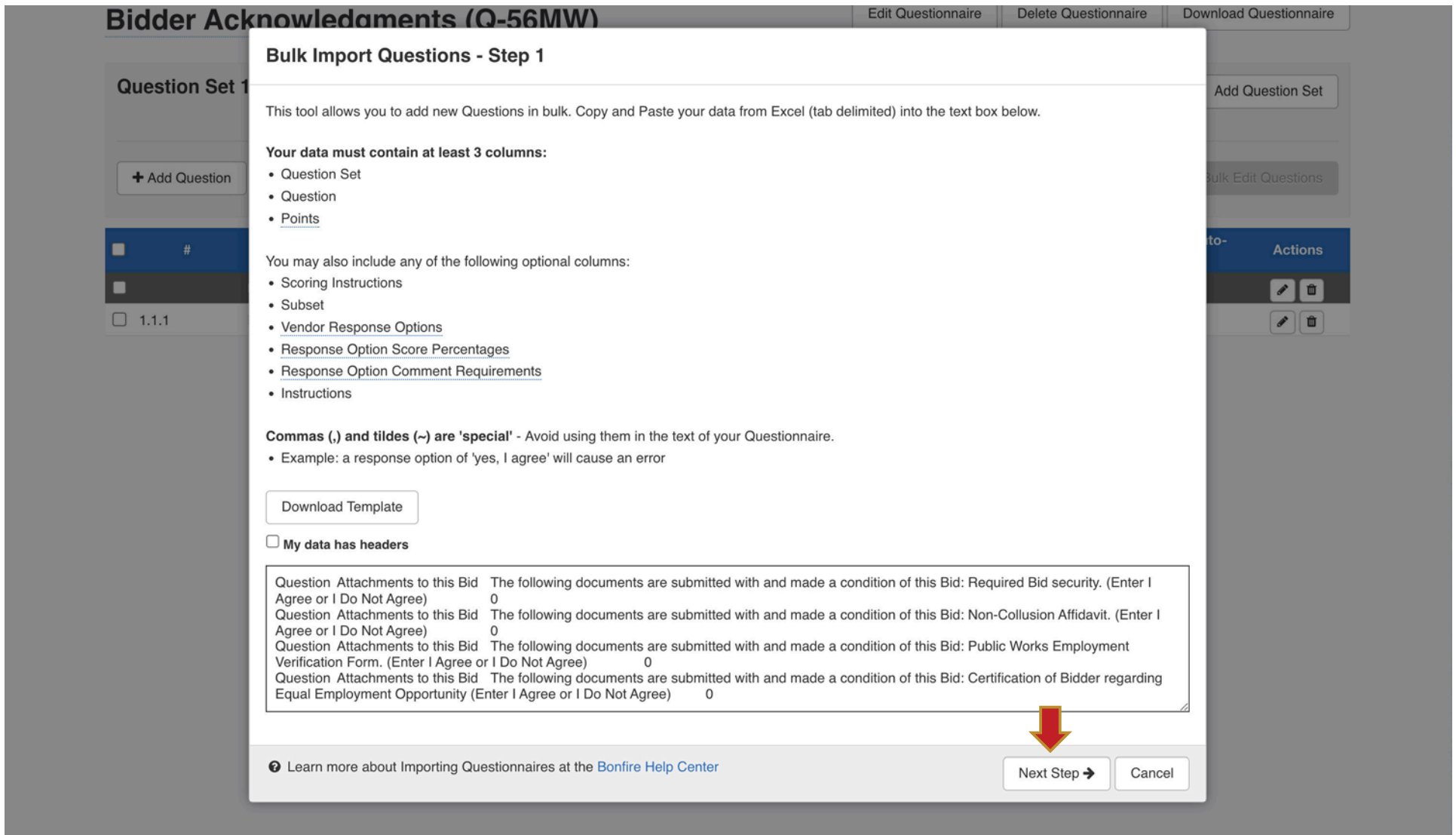
Select all the data you have entered in the Excel file and "copy" to your clipboard (you will paste this into PennBid).



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Question Set	Subset	Question	Scoring Ins	Points	Vendor Res	Response C	Response C	Instructions					
2	Example Question :	Example Subset	Example Question: Are you compliant with	Example Sc	5	Fully Comp	100, 50, 0	Required, Optional, Not Allowed						
3	Example Question :	Example Subset	Example Question: Are you compliant with	Example Sc	0	Fully Compliant, Partia	Required, Optional, Not Allowed							
4														
5	Example Question Set Title													To add instructions to a Questionnaire leave the entire row empty
6	Example Question :	Example Subset												To add instructions to a Question Set leave the entire row empty
7														To add instructions to a Question Subset leave the entire row emp
8														
9	Acknowledgement:	Owner and Bidder	Bidder proposes and agrees, if this Bid is accepted, to		0									
10	Acknowledgement:	Attachments to this Bid	The following documents are submitted with and mad		0									
11	Acknowledgement:	Attachments to this Bid	The following documents are submitted with and mad		0									
12	Acknowledgement:	Attachments to this Bid	The following documents are submitted with and mad		0									
13	Acknowledgement:	Attachments to this Bid	The following documents are submitted with and mad		0									
14	Acknowledgement:	Basis of Bid	Bidder will perform the following Work at the indicate		0									
15	Acknowledgement:	Basis of Bid	The itemization provided by the Bidder as part of the I		0									
16	Acknowledgement:	Basis of Bid	Line-Item No. 1 shall not exceed 10% of the total lump		0									

Return to the **Bulk Import Questions - Step 1** screen and paste the data into large data field.
 Keep the **My data has headers** box unchecked.

Proceed to the **Next Step** by clicking the button.



Bidder Acknowledgments (Q-56MW) Edit Questionnaire Delete Questionnaire Download Questionnaire

Bulk Import Questions - Step 1

This tool allows you to add new Questions in bulk. Copy and Paste your data from Excel (tab delimited) into the text box below.

Your data must contain at least 3 columns:

- Question Set
- Question
- [Points](#)

You may also include any of the following optional columns:

- Scoring Instructions
- Subset
- [Vendor Response Options](#)
- [Response Option Score Percentages](#)
- [Response Option Comment Requirements](#)
- Instructions

Commas (,) and tildes (~) are 'special' - Avoid using them in the text of your Questionnaire.

- Example: a response option of 'yes, I agree' will cause an error

My data has headers

Question Attachments to this Bid	The following documents are submitted with and made a condition of this Bid: Required Bid security. (Enter I Agree or I Do Not Agree)	0
Question Attachments to this Bid	The following documents are submitted with and made a condition of this Bid: Non-Collusion Affidavit. (Enter I Agree or I Do Not Agree)	0
Question Attachments to this Bid	The following documents are submitted with and made a condition of this Bid: Public Works Employment Verification Form. (Enter I Agree or I Do Not Agree)	0
Question Attachments to this Bid	The following documents are submitted with and made a condition of this Bid: Certification of Bidder regarding Equal Employment Opportunity (Enter I Agree or I Do Not Agree)	0

Learn more about Importing Questionnaires at the [Bonfire Help Center](#)

Map the imported data to the correct **Column Headers**. If a column is blank keep the (Ignore this column) selection.

Column 1 – “Acknowledgments”

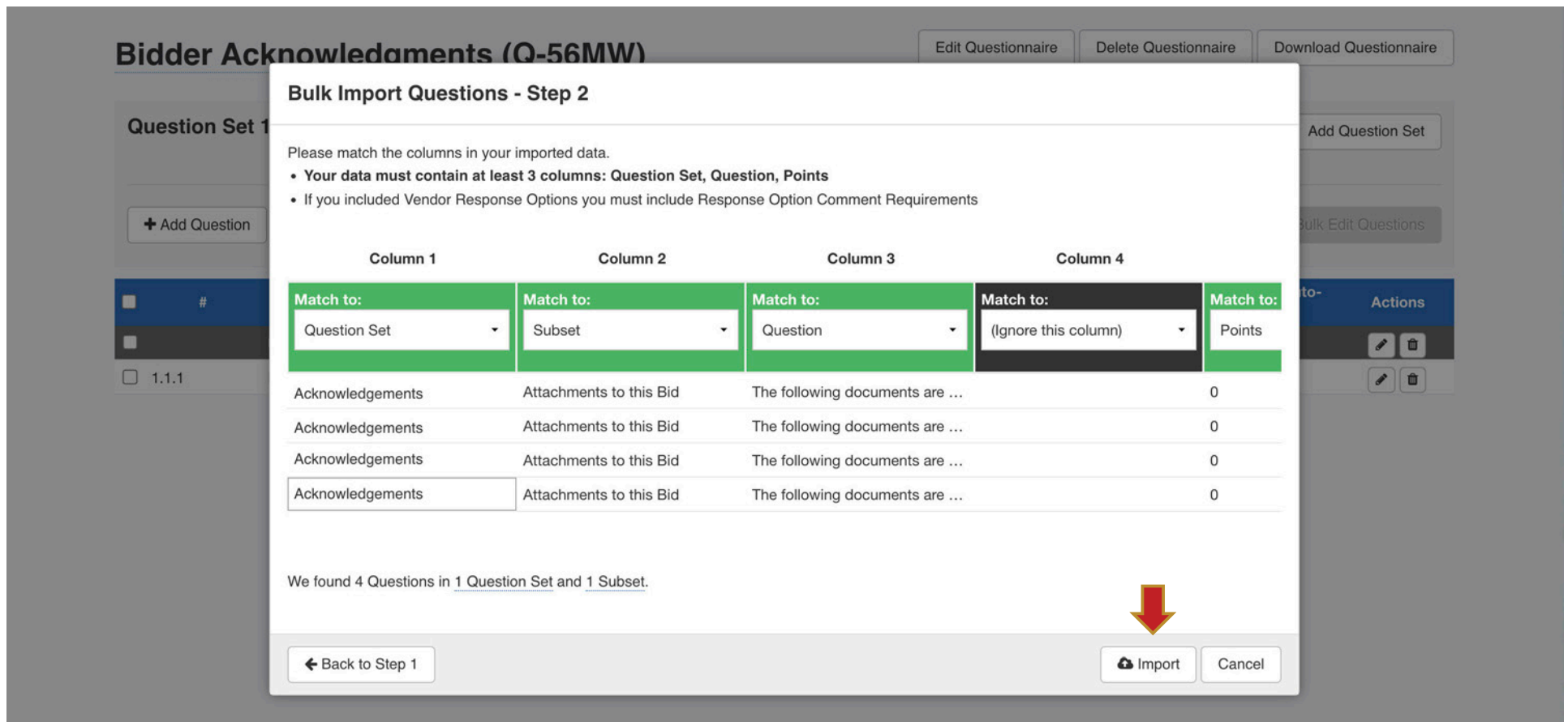
Column 2 – Question group title if you have groups, otherwise this should be set to (Ignore this column)

Column 3 – Your individual questions

Column 4 – (Ignore this column)

Column 5 – Should be set to zero (0)

Click the **Import** button to complete the import process.



Bulk Import Questions - Step 2

Please match the columns in your imported data.

- Your data must contain at least 3 columns: Question Set, Question, Points
- If you included Vendor Response Options you must include Response Option Comment Requirements

Column 1	Column 2	Column 3	Column 4	Match to:
Match to: Question Set	Match to: Subset	Match to: Question	Match to: (Ignore this column)	Points
Acknowledgements	Attachments to this Bid	The following documents are ...		0
Acknowledgements	Attachments to this Bid	The following documents are ...		0
Acknowledgements	Attachments to this Bid	The following documents are ...		0
Acknowledgements	Attachments to this Bid	The following documents are ...		0

We found 4 Questions in [1 Question Set](#) and [1 Subset](#).

When finished, you will see your pricing **Questionnaire** as illustrated by the sample below.

You have the ability to **Add Questions** or **Add Subsets** or **Edit the Questionnaire** or **Question Sets** by clicking the buttons indicated.

Bidder (Q-26HT)

Edit Questionnaire Delete Questionnaire Download Questionnaire

Question Set 1: Acknowledgements

Edit Question Set Delete Question Set Add Question Set

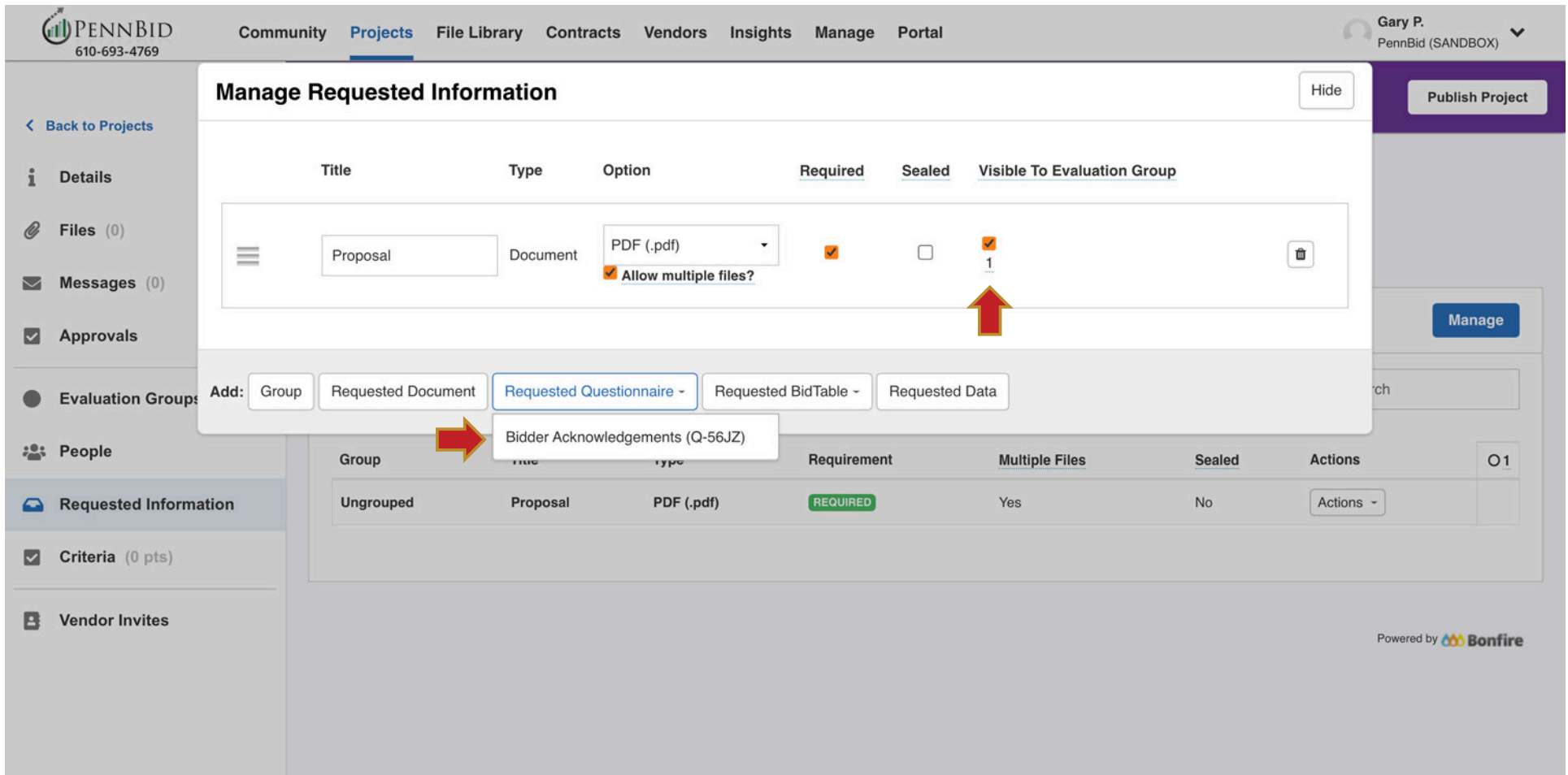
+ Add Question + Add Subset
Bulk Import Questions Bulk Edit Questions

#	Question	Scoring Instructions	Vendor Response Options	Points	Pre-Defined Response Auto-Score Values	Actions
<input type="checkbox"/>	[-] Owner and Bidder (1 Questi...			/ 0 pts		
<input type="checkbox"/> 1.1.1	Bidder proposes and agrees, if...			Info Only		
<input type="checkbox"/>	[-] Attachments to this Bid (4 ...			/ 0 pts		
<input type="checkbox"/> 1.2.1	The following documents are s...			Info Only		
<input type="checkbox"/> 1.2.2	The following documents are s...			Info Only		
<input type="checkbox"/> 1.2.3	The following documents are s...			Info Only		
<input type="checkbox"/> 1.2.4	The following documents are s...			Info Only		
<input type="checkbox"/>	[-] Basis of Bid (3 Questions)			/ 0 pts		
<input type="checkbox"/> 1.3.1	Bidder will perform the followin...			Info Only		
<input type="checkbox"/> 1.3.2	The itemization provided by th...			Info Only		
<input type="checkbox"/> 1.3.3	Line-Item No. 1 shall not excee...			Info Only		

Map your final **Questionnaire(s)** to you 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 appropriate **Questionnaire**.

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

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



Manage Requested Information

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 type="checkbox"/>	<input checked="" type="checkbox"/> 1

Add: Group Requested Document **Requested Questionnaire** Requested BidTable Requested Data

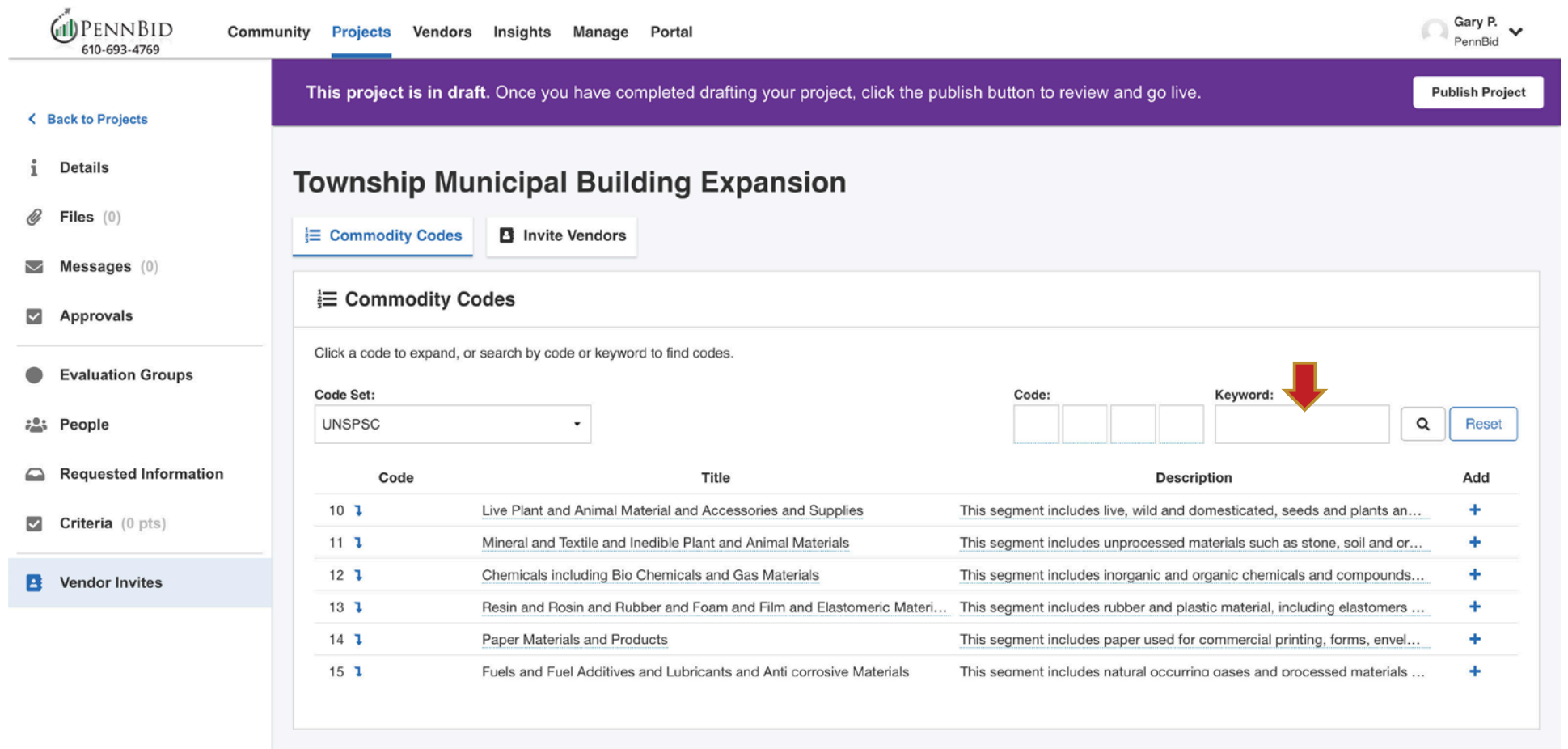
Bidder Acknowledgements (Q-56JZ)

Group	Title	Type	Requirement	Multiple Files	Sealed	Actions
Ungrouped	Proposal	PDF (.pdf)	REQUIRED	Yes	No	Actions

Vendor Invites Section

Select the **Vendor Invites** section. This is where you choose which relevant **Commodity Codes** should be utilized for the services or products required in your solicitation. The codes you choose determine the vendor audience that is reached based on the **Commodity Codes** vendors selected when they self-registered with PennBid. This will “invite” the correct Vendors/Bidders to submit for your project.

You can **Keyword** search the UNSPSC codes using the keyword search box.



The screenshot shows the PennBid interface for a project in draft status. The main content area is titled "Township Municipal Building Expansion" and features two tabs: "Commodity Codes" (active) and "Invite Vendors". Below the tabs, there is a search section for commodity codes. It includes a "Code Set" dropdown menu set to "UNSPSC", a "Code" input field with four empty boxes, and a "Keyword" input field with a red arrow pointing to it. A search button with a magnifying glass icon and a "Reset" button are also present. Below the search section is a table of commodity codes with columns for Code, Title, Description, and Add.

Code	Title	Description	Add
10	Live Plant and Animal Material and Accessories and Supplies	This segment includes live, wild and domesticated, seeds and plants an...	+
11	Mineral and Textile and Inedible Plant and Animal Materials	This segment includes unprocessed materials such as stone, soil and or...	+
12	Chemicals including Bio Chemicals and Gas Materials	This segment includes inorganic and organic chemicals and compounds...	+
13	Resin and Rosin and Rubber and Foam and Film and Elastomeric Materi...	This segment includes rubber and plastic material, including elastomers ...	+
14	Paper Materials and Products	This segment includes paper used for commercial printing, forms, envel...	+
15	Fuels and Fuel Additives and Lubricants and Anti corrosive Materials	This segment includes natural occurring oases and processed materials ...	+

We recommend using **four (4) or six (6) Digit Codes (ex. 72 14 / 72 15 11)**. This will ensure a broader range of Bidders are reached once your project is **OPEN**. There is no limit to the quantity of **Commodity Codes** you add to your project.

Township Municipal Building Expansion

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

[Commodity Codes](#) [Invite Vendors](#)

Commodity Codes

7212 x 721511 x 721512 x 721515 x

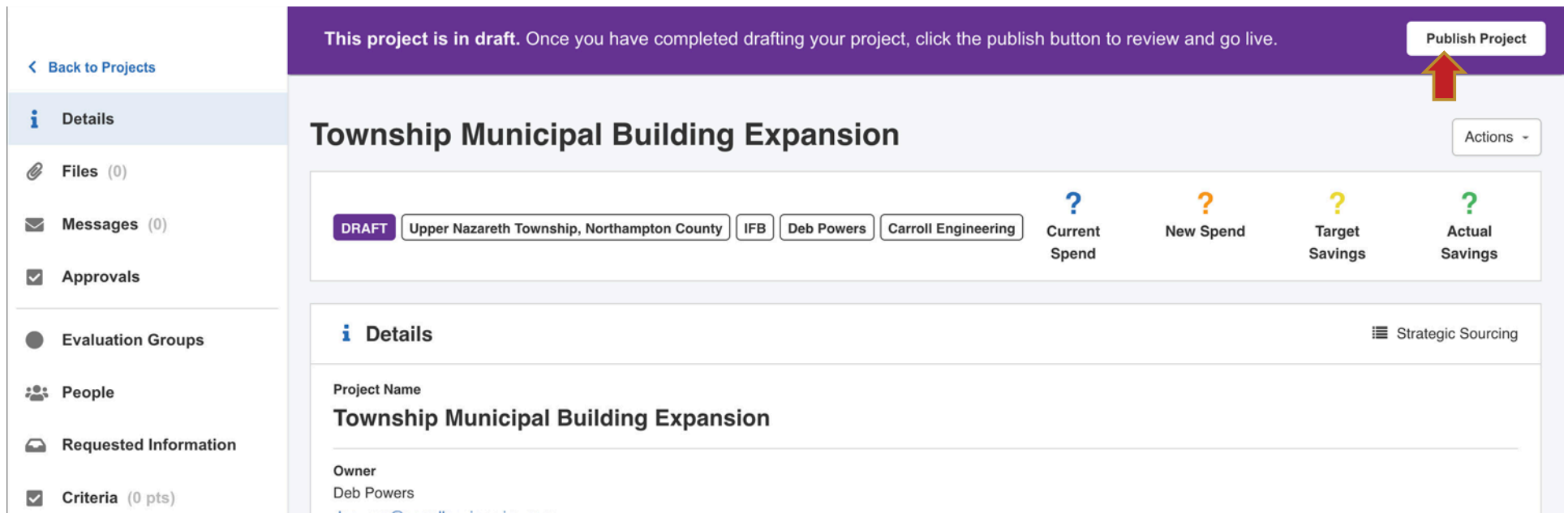
Code Set: UNSPSC Code: 72 12 Keyword: Search Reset

Code	Title	Description	Add
7212	Nonresidential building construction services	The building, remodeling and repair of nonresidential buildings owned b...	+
721210	New industrial building and warehouse construction services	The building, remodeling and repair of industrial building and warehouse...	+
721211	Commercial and office building construction services	The building, remodeling and repair of commercial and office buildings o...	+
721212	Agricultural building construction services	The building of agricultural buildings owned by others	+
721213	Automotive garage and service station construction services	The building of automotive garages and service stations, owned by others	+
721214	Specialized public building construction services	The building of specialized public buildings owned by others	+

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)

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
dpowers@carrollengineering.com

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