

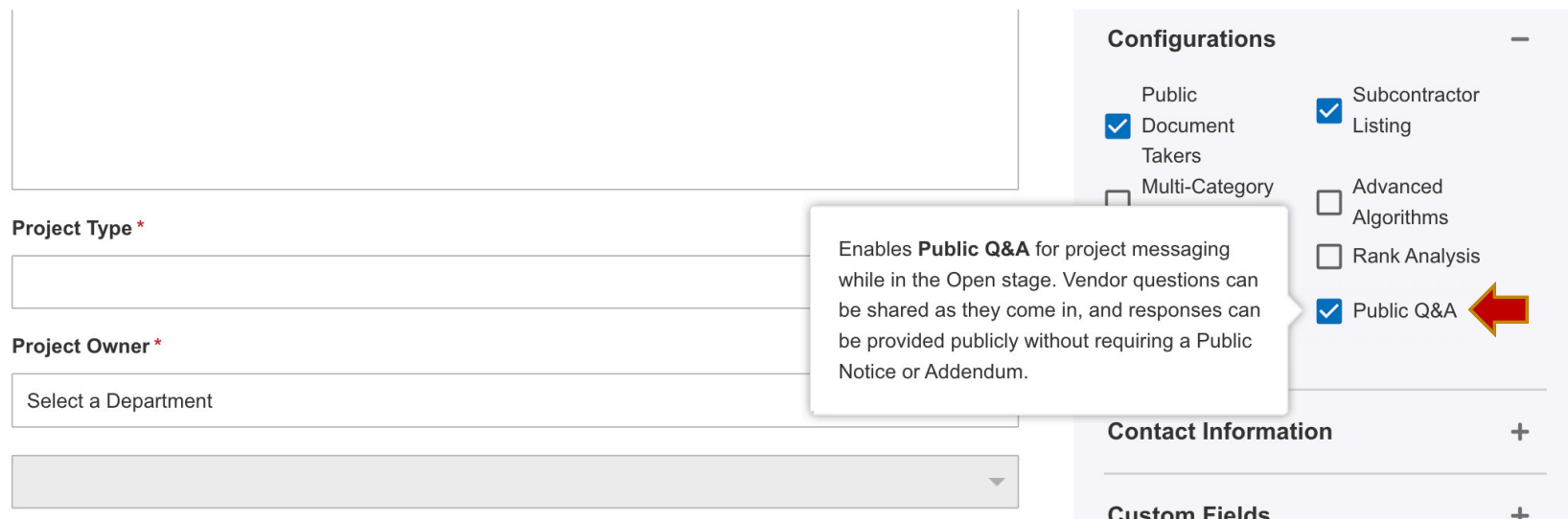
Public (Q&A) Question and Answer

The new **Public (Q&A) Question and Answer** feature is now available during the **Open** phase of a project. Department Users have the ability to publicly share vendor questions and the responses. **Public Q&A** is available for all Department users. It can also be enabled within new or existing **Templates**.

Note: When creating a new project this feature is automatically enabled.

Things To Note When Using Public Q&A:

- If Q&A threads exist, turning off the feature will simply deactivate the ability for buyers or vendors to add new questions, however users retain the ability to see the existing Q&A threads.
- Questions can be asked from the project's Open Date & Time to the Questions Due Date or Close Date.
- Vendors can see their own questions, even if they are Pending or Archived and not public.
- Vendors cannot see who asked a question, nor who responded at the buyer organization.
- Department Users can answer and add new questions even after the Questions Due Date or Close Date.

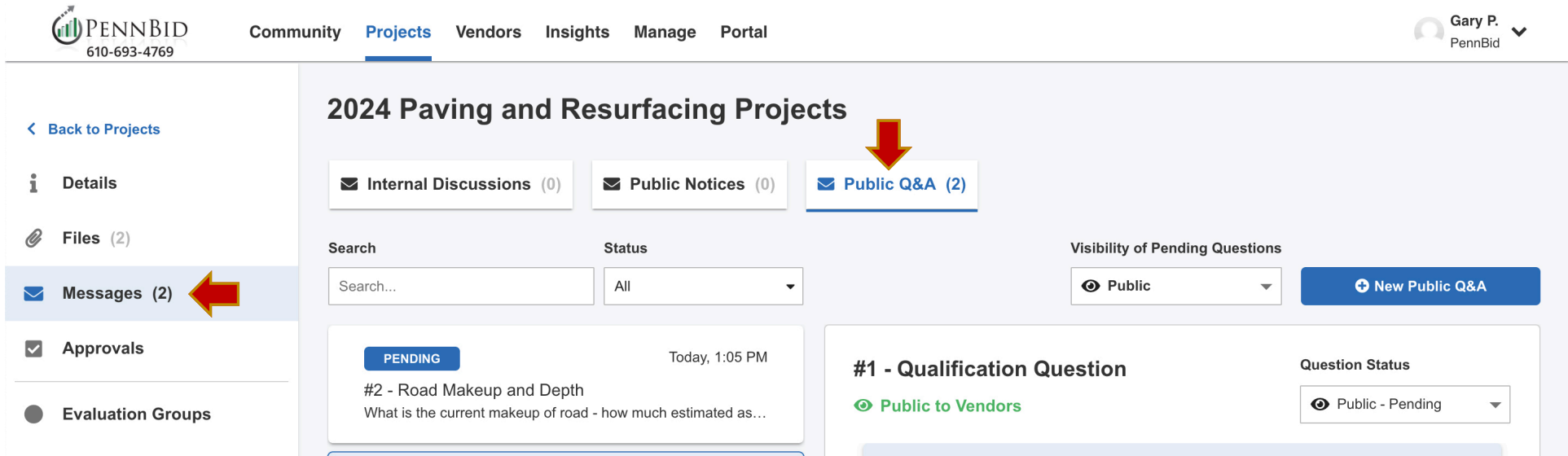


The screenshot displays the project configuration interface. On the left, there are input fields for 'Project Type *' and 'Project Owner *' (with a dropdown menu labeled 'Select a Department'). On the right, the 'Configurations' panel is expanded, showing a list of settings. The 'Public Q&A' option is checked and highlighted with a red arrow. A tooltip points to this option, stating: 'Enables **Public Q&A** for project messaging while in the Open stage. Vendor questions can be shared as they come in, and responses can be provided publicly without requiring a Public Notice or Addendum.'

Configurations	
<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/> Subcontractor Listing
<input checked="" type="checkbox"/> Document Takers	<input type="checkbox"/> Advanced Algorithms
<input type="checkbox"/> Multi-Category	<input type="checkbox"/> Rank Analysis
	<input checked="" type="checkbox"/> Public Q&A

Below the configurations, there are sections for 'Contact Information' and 'Custom Fields', both with expandable icons (+).

Once **Public Q&A** is enabled, it becomes available as a tab under **Projects > Messages** for published projects. **Vendors/Bidders** are able to ask questions, however only **Department Users** are permitted to answer.



2024 Paving and Resurfacing Projects

Internal Discussions (0) Public Notices (0) **Public Q&A (2)**

Search: Search... Status: All

Visibility of Pending Questions: Public

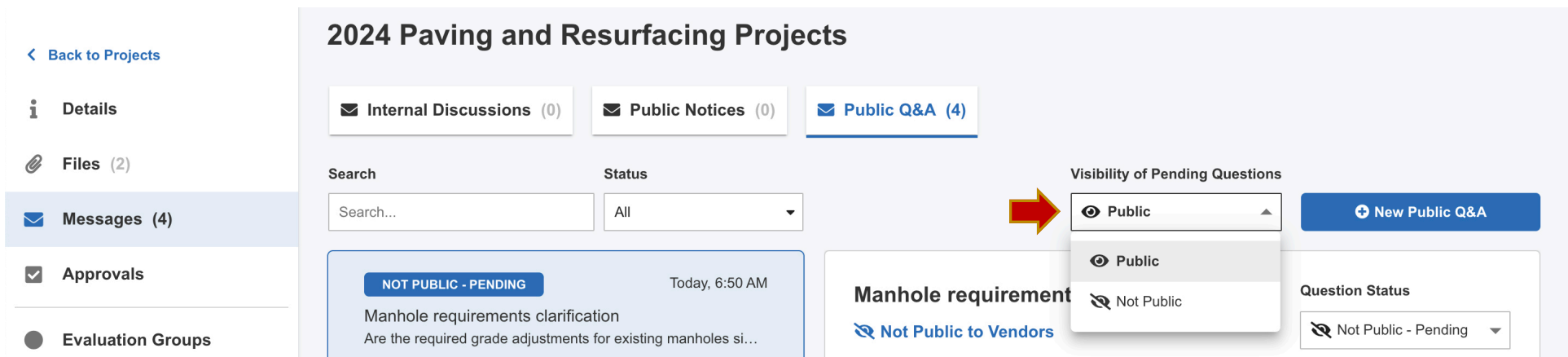
PENDING Today, 1:05 PM

#2 - Road Makeup and Depth
What is the current makeup of road - how much estimated as...

#1 - Qualification Question Question Status: Public - Pending

Public to Vendors

Within the Public Q&A option, Users are able to control the **Visibility of Pending Questions** as they come in from bidders/vendors. Simply click the drop-down menu and switch between **Public** or **Not Public**.



2024 Paving and Resurfacing Projects

Internal Discussions (0) Public Notices (0) **Public Q&A (4)**

Search: Search... Status: All

Visibility of Pending Questions: Public

NOT PUBLIC - PENDING Today, 6:50 AM

Manhole requirements clarification
Are the required grade adjustments for existing manholes si...

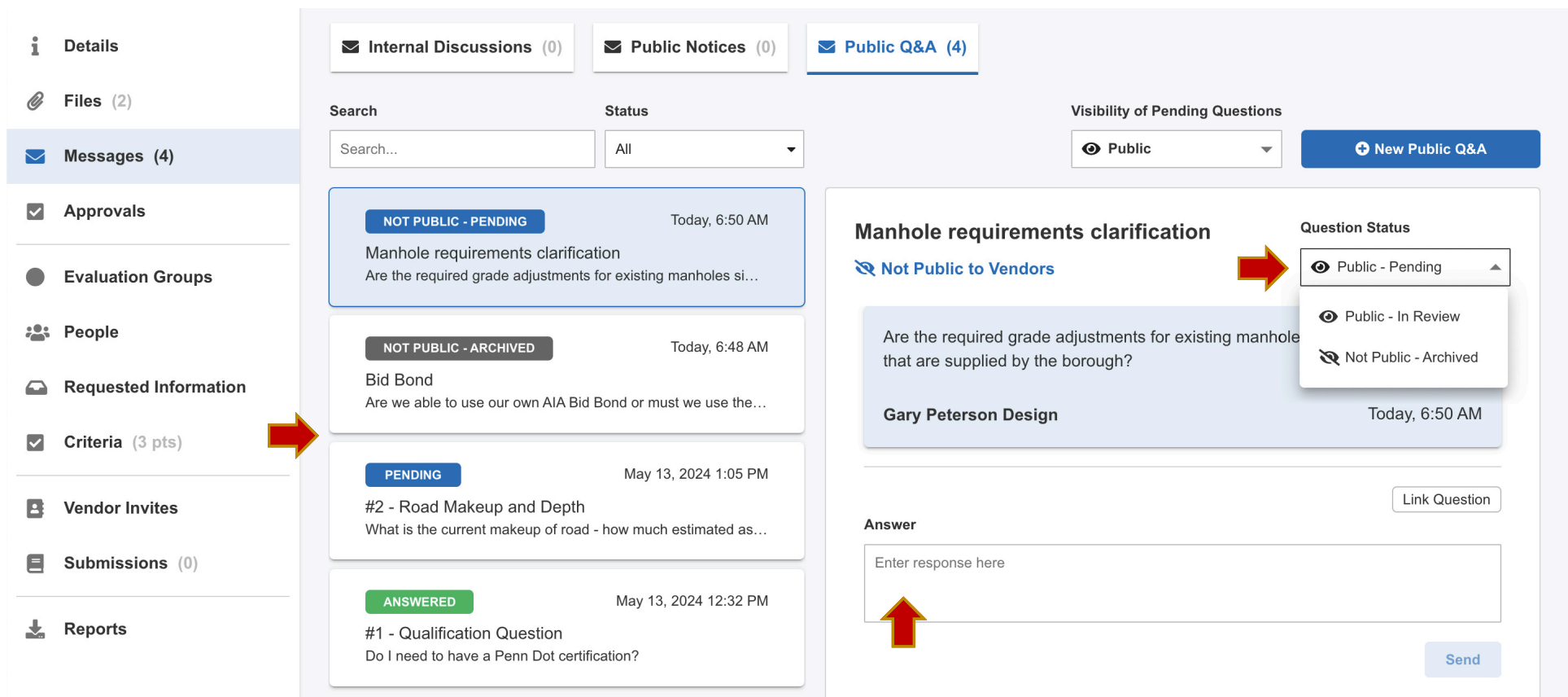
Manhole requirement Question Status: Not Public - Pending

Not Public to Vendors

Public Q&A Question Statuses

Users can easily manage a **Questions** status using the Question Status drop-down menu. Status options include: **Pending**, **In Review**, **Answered**, or **Not Public - Archived**. Question in the Not Public - Archived status do not appear on the opportunity's page. However, no matter the status, Bidders/Vendors can always see their own questions.

Answer bidder/vendor questions by entering your response in the **Answer** field and click the **Send** button.



The screenshot displays the PENNBID Public Q&A interface. On the left is a sidebar with navigation options: Details, Files (2), Messages (4), Approvals, Evaluation Groups, People, Requested Information, Criteria (3 pts), Vendor Invites, Submissions (0), and Reports. The main content area is divided into three tabs: Internal Discussions (0), Public Notices (0), and Public Q&A (4). The Public Q&A tab is active, showing a list of questions with their status and timestamps. A red arrow points from the 'Criteria' section in the sidebar to the list of questions.

The list of questions includes:

- NOT PUBLIC - PENDING** (Today, 6:50 AM): Manhole requirements clarification. Are the required grade adjustments for existing manholes si...
- NOT PUBLIC - ARCHIVED** (Today, 6:48 AM): Bid Bond. Are we able to use our own AIA Bid Bond or must we use the...
- PENDING** (May 13, 2024 1:05 PM): #2 - Road Makeup and Depth. What is the current makeup of road - how much estimated as...
- ANSWERED** (May 13, 2024 12:32 PM): #1 - Qualification Question. Do I need to have a Penn Dot certification?

The detailed view of the 'Manhole requirements clarification' question is shown on the right. It includes the question text, the user 'Gary Peterson Design', and the timestamp 'Today, 6:50 AM'. A red arrow points from the question title to the 'Question Status' dropdown menu. The dropdown menu shows three options: 'Public - Pending' (selected), 'Public - In Review', and 'Not Public - Archived'. Below the question is an 'Answer' field with a red arrow pointing to it, and a 'Send' button.


How Does Public Q&A Appear On An Opportunity's Page?

Once the **Public Q&A** feature is enabled, any Bidder/Vendor is able to view the Public Q&A in that opportunity. However, in order to view and interact with the **"Ask a Question"** button, the user must be logged into their Bonfire account.

Open Date: May 13th 2024, 10:30 AM EDT

Questions Due Date: Jun 12th 2024, 12:00 PM EDT

Ask a question



19	20	21	22	23	24	25
OPEN						
26	27	28	29	30	31	1
OPEN						

Close Date: Jun 19th 2024, 4:00 PM EDT

Bidders/Vendors click the **Ask a Question** button, enter a **Question Subject/Title** and **Question Description** and click the **Create** button.

#1 - Qualification Question
Do I need to have a Penn Dot...

PENDING

Today, 12:32 PM

New Question

👁 **Public to all vendors**

Question Subject/Title *

Enter question subject here

Question Description *

Enter question details here

Cancel

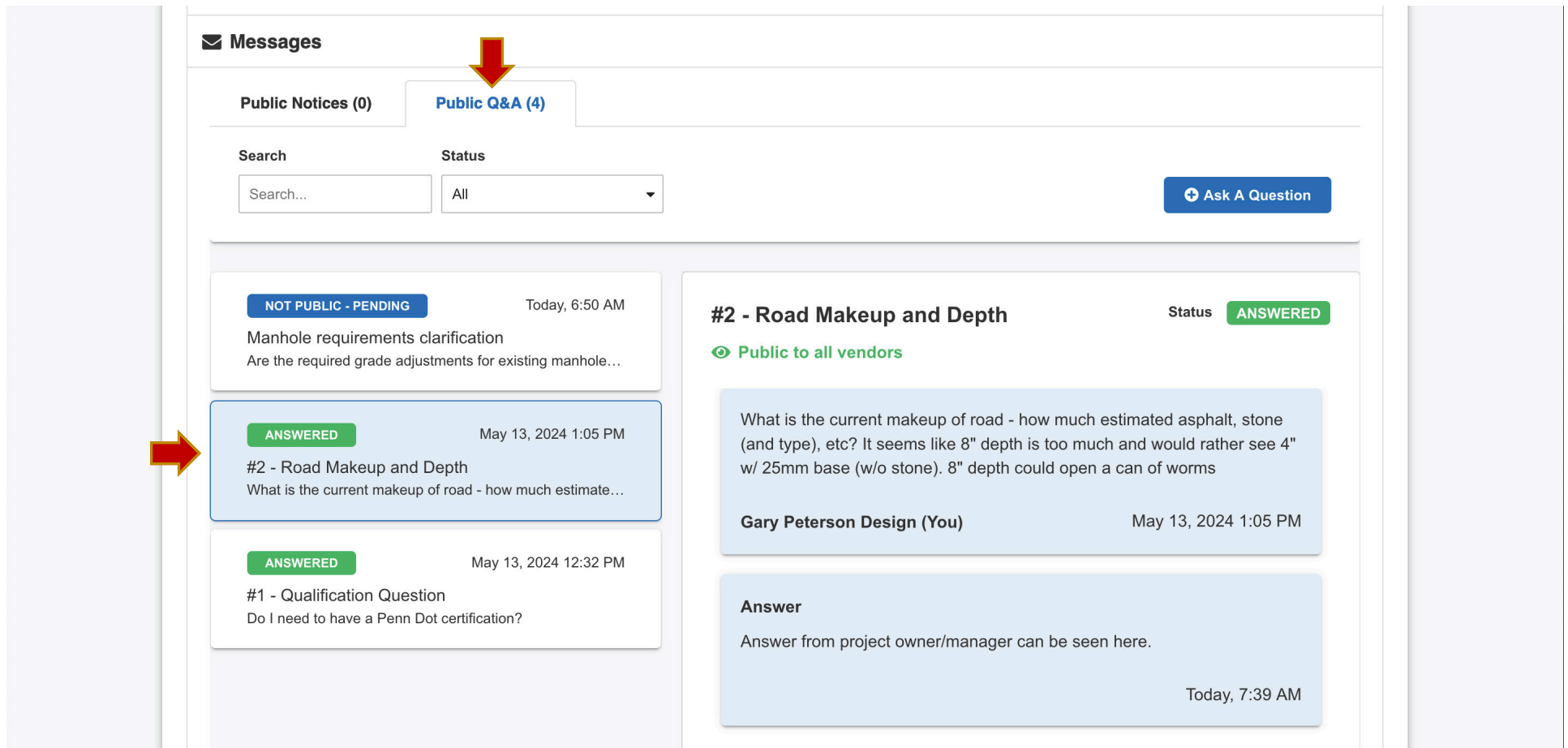
Create

What is the current makeup of road - how much estimated asphalt, stone and would rather see 4" can of worms

Today, 1:05 PM

Public Q&A questions are displayed on the **Opportunity** page in the **Messages** section in the **Public Q&A** tab.

If the **Visibility of Pending Questions** is set to **Public**, unanswered questions will be displayed as shown in the example below. If set to **Not Public**, Bidders/Vendors will not see the Pending questions until answered.



Messages

Public Notices (0) **Public Q&A (4)**

Search **Status**

Search... All [+ Ask A Question](#)

NOT PUBLIC - PENDING Today, 6:50 AM

Manhole requirements clarification
Are the required grade adjustments for existing manhole...

ANSWERED May 13, 2024 1:05 PM

#2 - Road Makeup and Depth
What is the current makeup of road - how much estimate...

ANSWERED May 13, 2024 12:32 PM

#1 - Qualification Question
Do I need to have a Penn Dot certification?

#2 - Road Makeup and Depth Status **ANSWERED**

Public to all vendors

What is the current makeup of road - how much estimated asphalt, stone (and type), etc? It seems like 8" depth is too much and would rather see 4" w/ 25mm base (w/o stone). 8" depth could open a can of worms

Gary Peterson Design (You) May 13, 2024 1:05 PM

Answer

Answer from project owner/manager can be seen here.

Today, 7:39 AM

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