

# Creating Questionnaires

## 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 with the tagline 'eProcurement Evolutionized' and the phone number '610-693-4769'. The navigation menu includes 'Community', 'Projects' (which is active), 'Vendors', 'Insights', 'Manage', and 'Portal'. On the top right, the user 'Gary P. PennBid' is logged in. 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)'. The 'Questionnaires' tab is selected. A red arrow points to a blue 'Create' button in the top right corner of the questionnaire section.

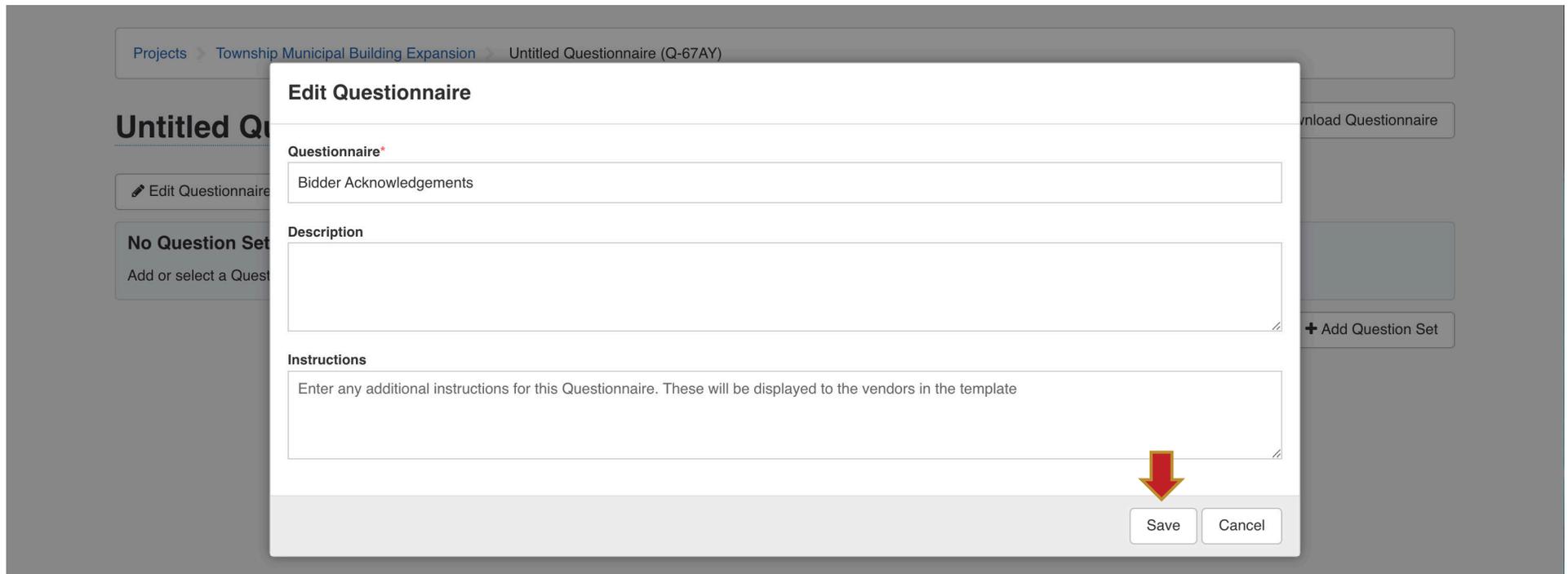
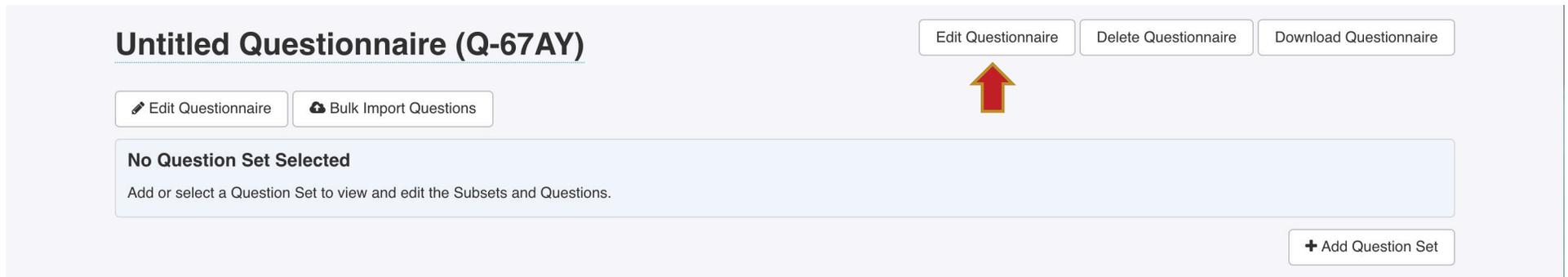
Below the 'Create' button is a table of existing questionnaires. The table has columns for 'Ref. #', 'Title', '# Question Sets', '# Questions', 'Total Points', 'Requested From Vendors', and 'Actions'. There is a search bar above the table.

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).

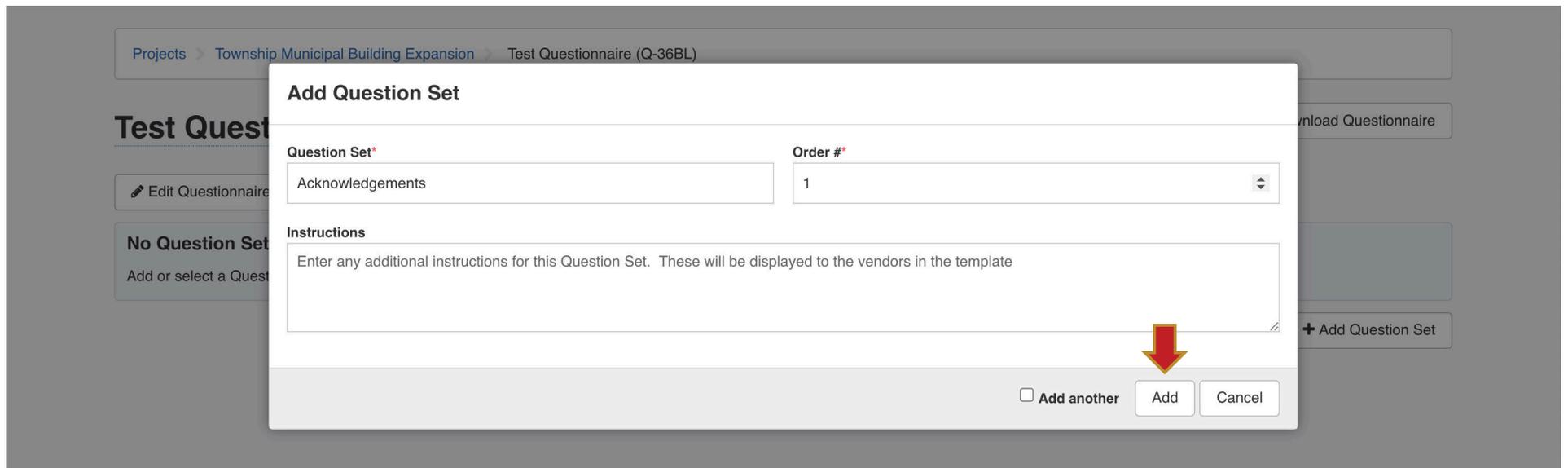
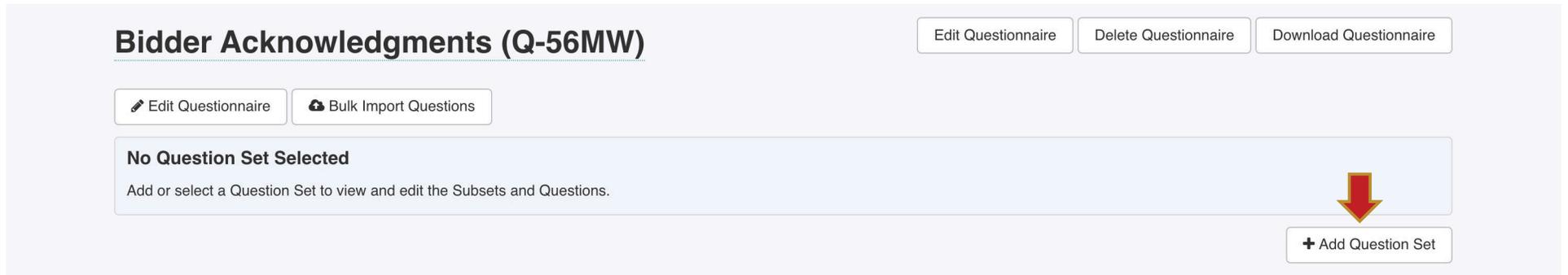
Click the **Edit Questionnaire** button and change the name to *“Bidder Acknowledgments”*. Click the **Save** button.



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 Bulk Import Questions 

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

**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

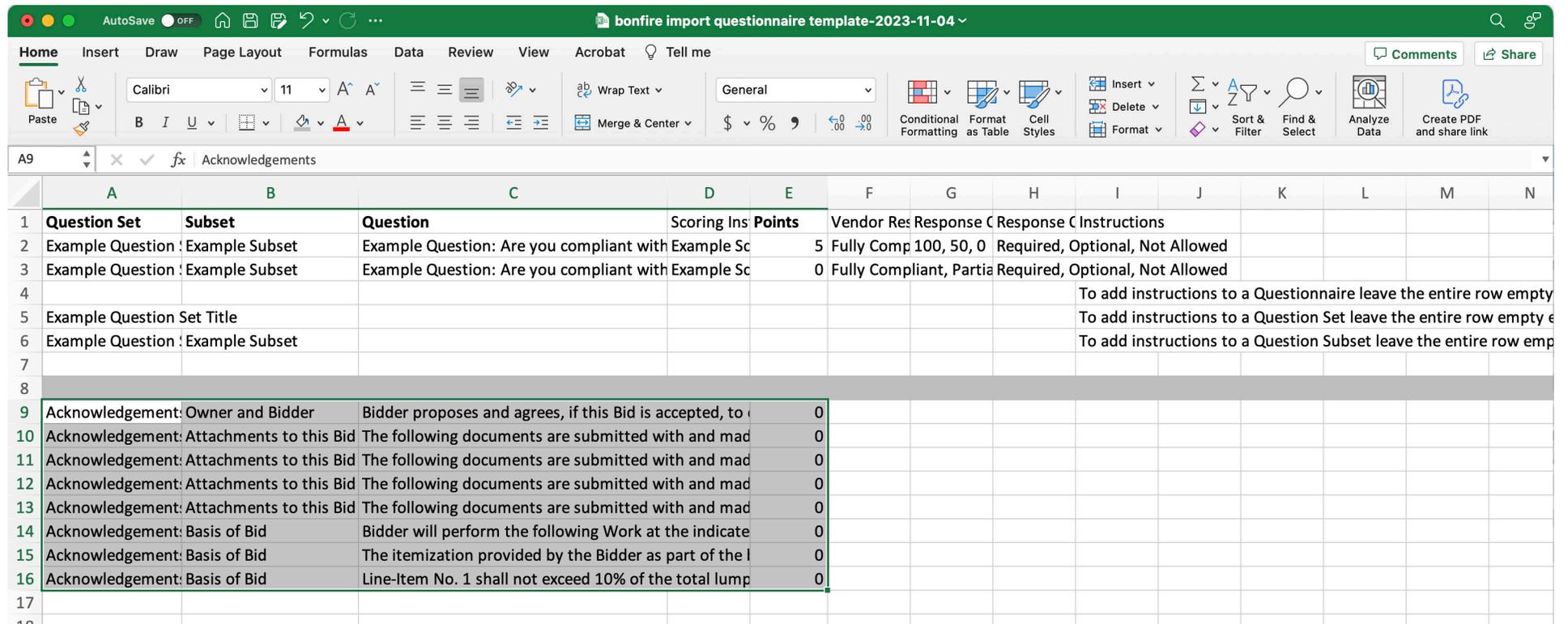
This will download an Excel template file for use in creating your **Bidder Acknowledgments, Question Sets, and Subsets** for bidders to respond to the Acknowledgments.

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)"

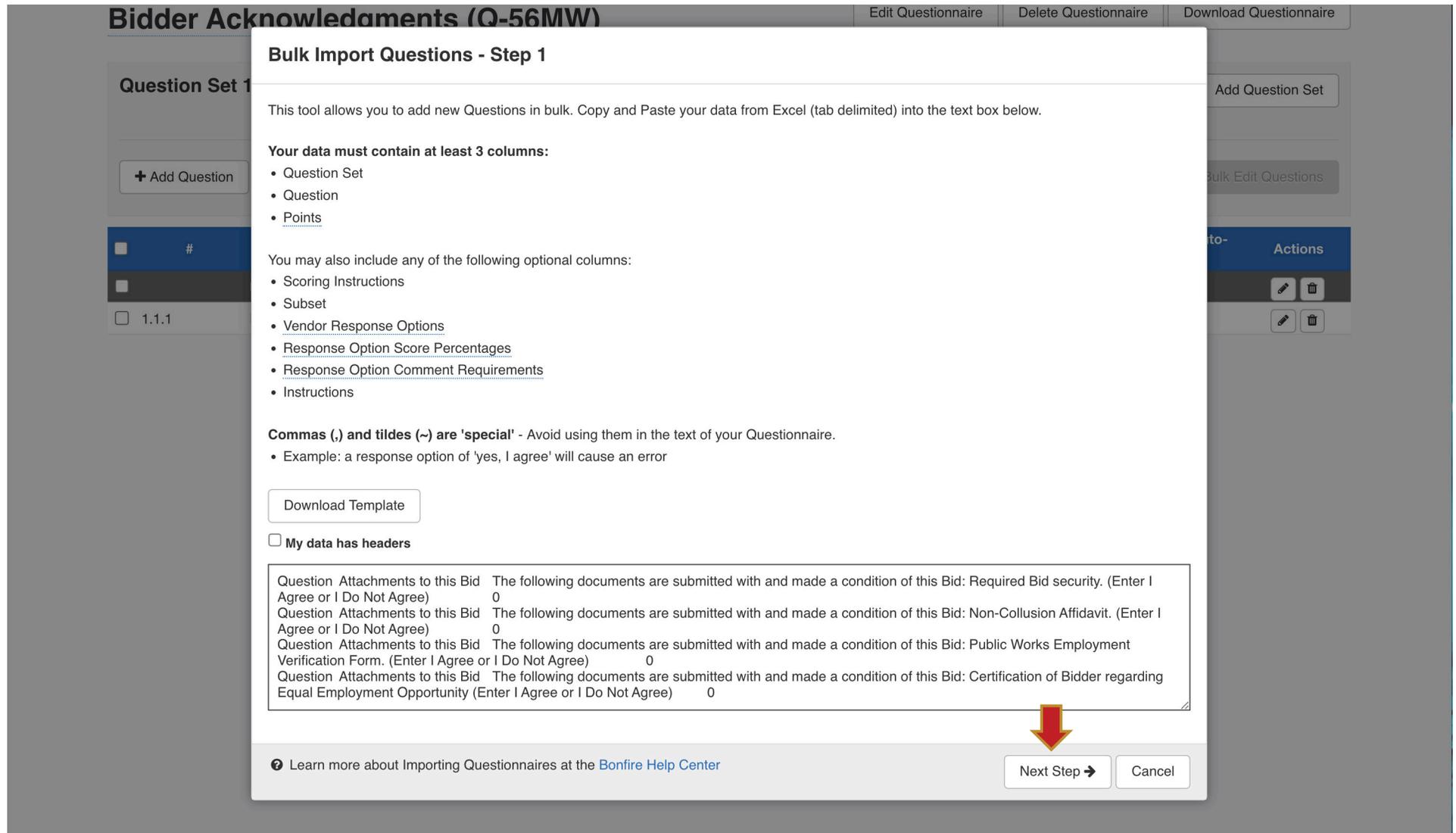
Select all the data you have entered in the Excel file and "copy" to your clipboard (you will paste this into PennBid).



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	<b>Question Set</b>	<b>Subset</b>	<b>Question</b>	Scoring Ins	<b>Points</b>	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 e
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									
17														

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)**

**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.

### Bidder Acknowledgments (Q-56MW)

Edit Questionnaire Delete Questionnaire Download Questionnaire

#### 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
<div style="border: 1px solid #ccc; padding: 5px;"> <b>Match to:</b>            Question Set         </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <b>Match to:</b>            Subset         </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <b>Match to:</b>            Question         </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <b>Match to:</b>            (Ignore this column)         </div>
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.

← Back to Step 1
Import
Cancel

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

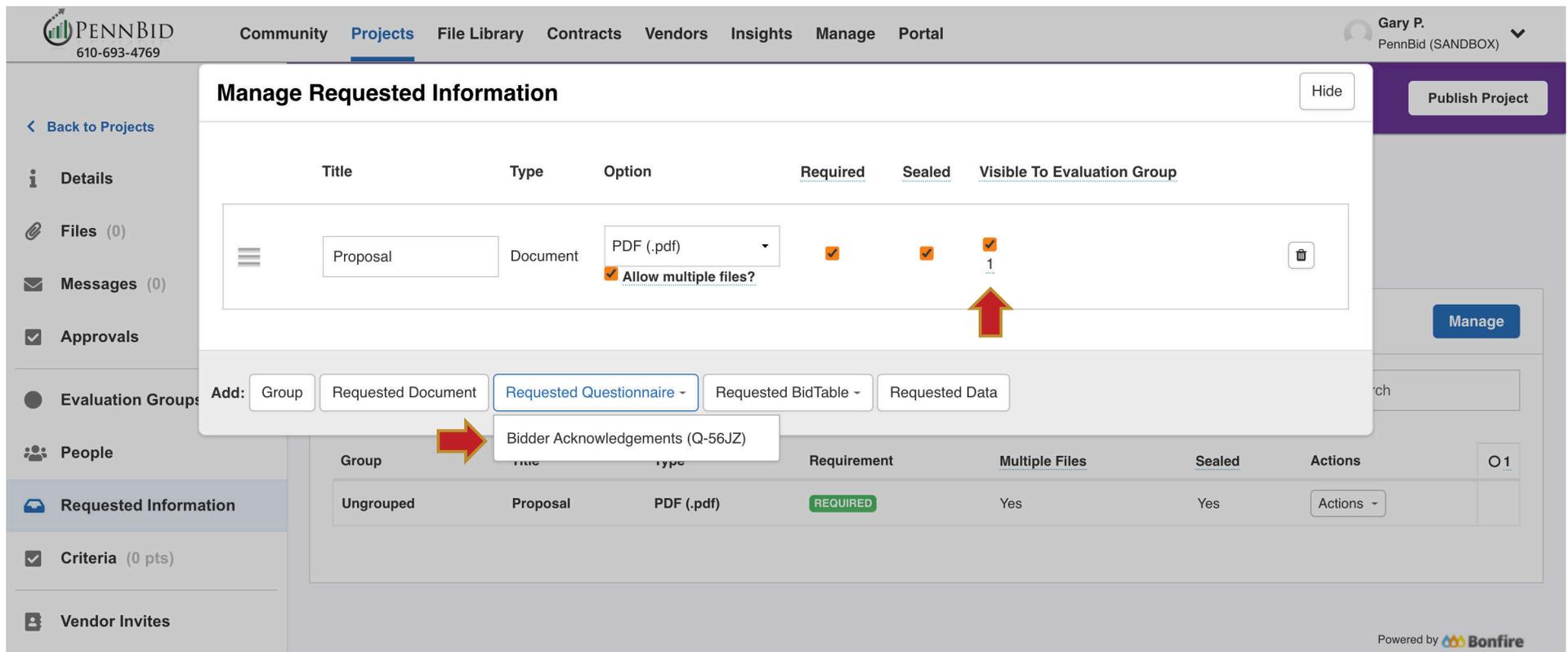
Bulk Import Questions Bulk Edit Questions

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

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**.



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

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	Yes	Actions

Should you have any questions or require assistance, please contact PennBid at [info@pennbid.net](mailto:info@pennbid.net), or **610-693-4769**.