

- o Locate **STATUS** – the first drop down in the middle column.

Cancel Save

NUMBER ⓘ * <input type="text" value="St Clair Borough, Schuylkill County"/> <hr/> TITLE ⓘ * <input type="text" value="CDBG Program - Handicap Barrier Removal (31131.25)"/> <hr/> BID TYPE ⓘ <input type="text" value="Fixed Fee Contract"/> <hr/> PROCESS ⓘ * <input type="text" value="One Step Unsealing"/> <hr/> AVAILABLE DATE ⓘ * <input type="text" value="4/11/2023 12:00 AM"/>	STATUS <input type="text" value="Closed to Bidding"/> <hr/> CLARIFICATION NOTICE ⓘ <input checked="" type="checkbox"/> <hr/> BID SUBMISSION NOTICE <input checked="" type="checkbox"/> <hr/> INCLUDE INTENT TO BID <input checked="" type="checkbox"/> <hr/> BID BOND OPTION ⓘ * <input type="text" value="Bond Upload Required"/>	VENDOR SERVICE AREA VIEW ⓘ <input type="checkbox"/> <hr/> VENDOR CATEGORY VIEW ⓘ <input type="checkbox"/> <hr/> ACCESS ⓘ * <input type="text" value="Public"/> <hr/> BIDDER LIST ACCESS ⓘ * <input type="text" value="Public"/> <hr/> PRICING RESULTS VISIBILITY ⓘ * <input type="text" value="Hidden"/>
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- o Click the drop down arrow and select the appropriate Status Update. Once selected, the drop down selection will close and the status selected will show in the STATUS.
- o Click **SAVE**

Cancel Save

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- The **STATUS** will now show the option you selected.

SETUP CLARIFICATIONS (FROM VENDORS) RESPONSE ANALYSIS AWARD LOG

SETTINGS BID FORM- QUESTIONS (RFI) BID FORM- PRICING DOCUMENTS BIDDERS CHECKLIST EVALUATORS SCORING

For our Quick-Start guides, [click here](#).
For our User Videos, [click here](#).

Lock Hide Clone Delete Edit

NUMBER ⓘ St Clair Borough, Schuylkill County	STATUS Reject and Re-bid 	VENDOR SERVICE AREA VIEW ⓘ No
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Once the STATUS is successfully updated, we do recommend Notifying Bidders. [Find the Quick Start Guide for Notifying Bidders Here.](#)

- Begin on Page 7.
- Select the “Thank You for Submitting a Bid” Template, adjusting the template language accordingly.

If the Project will be REBID we recommend Cloning the existing project. [Find the Quick Start Guide for Cloning your Project Here.](#)

Please reach out to the PennBid Team if you have any questions or need any assistance with this process.