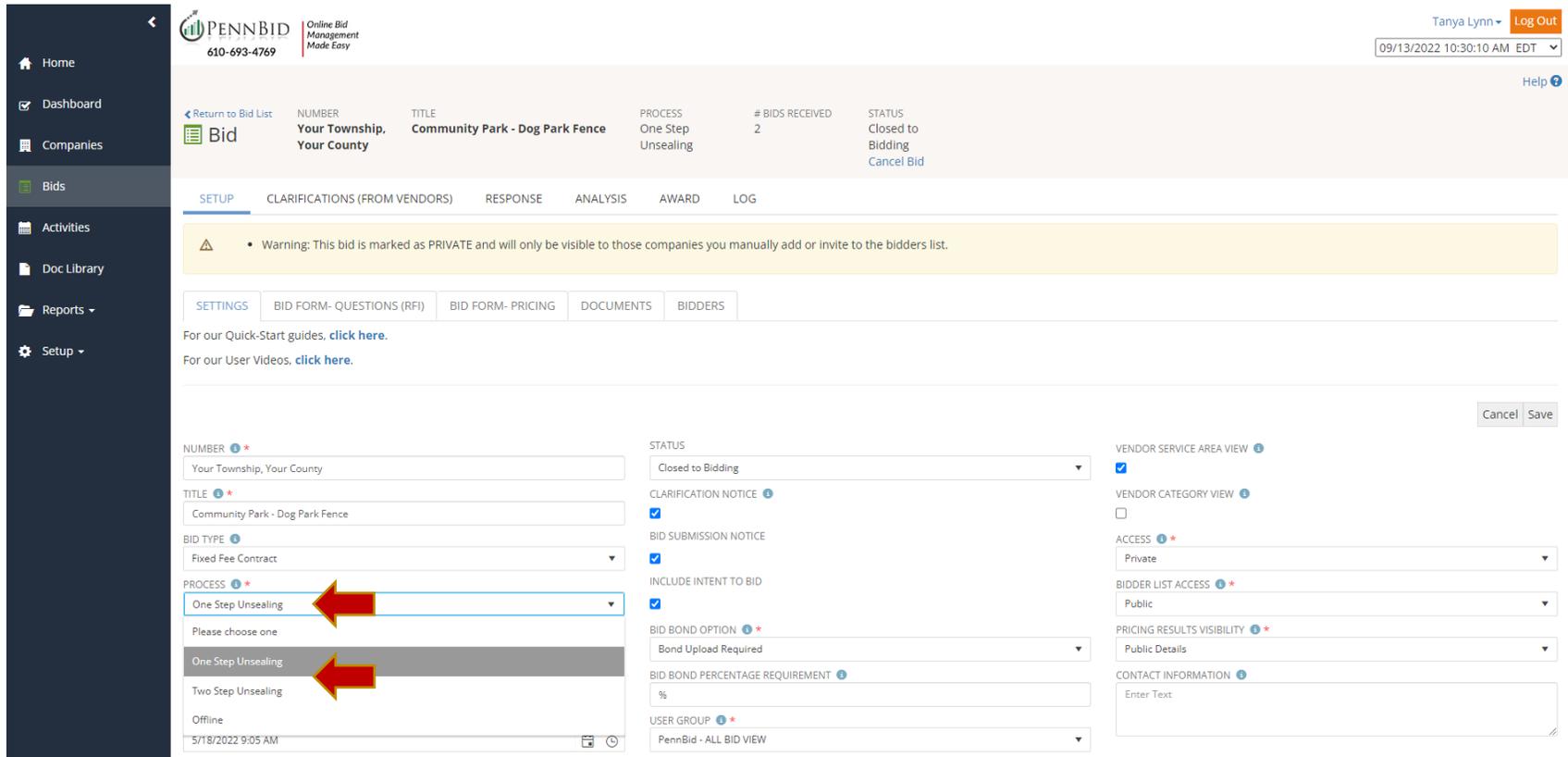

ONE-STEP VS. TWO-STEP UNSEALING PROCESS

For most bids and solicitations, posting agencies utilize a One-Step Unsealing process that allows access to all aspects of submitted bids with a single “Open Sealed Responses” mouse click.

However, occasionally agencies need an enhanced review process for larger, more complex projects, requests for professional services, or other solicitations where vendor’s qualifications and capabilities have greater influence on the evaluation.

With PennBid's Two-Step Unsealing process, agencies can separate Technical and Pricing elements of the bid or RFP, allowing each to be opened and evaluated separately.

Both options are available by simply selecting One-Step or Two-Step unsealing as the “Process” on the SETUP/SETTINGS tab:



The screenshot shows the PENNBID web application interface. On the left is a dark sidebar with navigation options: Home, Dashboard, Companies, Bids, Activities, Doc Library, Reports, and Setup. The main content area is titled 'Bid' and shows details for 'Your Township, Your County' with the title 'Community Park - Dog Park Fence'. The 'PROCESS' is set to 'One Step Unsealing' and '# BIDS RECEIVED' is 2. The status is 'Closed to Bidding'. Below this is a 'Warning' message: 'Warning: This bid is marked as PRIVATE and will only be visible to those companies you manually add or invite to the bidders list.' The 'SETTINGS' tab is active, showing various configuration options. The 'PROCESS' dropdown menu is highlighted with two red arrows pointing to 'One Step Unsealing' and 'Two Step Unsealing' options. Other settings include 'STATUS' (Closed to Bidding), 'CLARIFICATION NOTICE' (checked), 'BID SUBMISSION NOTICE' (checked), 'INCLUDE INTENT TO BID' (checked), 'BID BOND OPTION' (Bond Upload Required), 'BID BOND PERCENTAGE REQUIREMENT' (%), 'USER GROUP' (PennBid - ALL BID VIEW), 'VENDOR SERVICE AREA VIEW' (checked), 'VENDOR CATEGORY VIEW' (unchecked), 'ACCESS' (Private), 'BIDDER LIST ACCESS' (Public), 'PRICING RESULTS VISIBILITY' (Public Details), and 'CONTACT INFORMATION' (Enter Text). 'Cancel' and 'Save' buttons are visible at the bottom right of the settings area.

Note: “Offline” should never be selected. Additionally, the “Process” cannot be changed once the project’s “Available Date” has passed. Please contact us if you have any questions

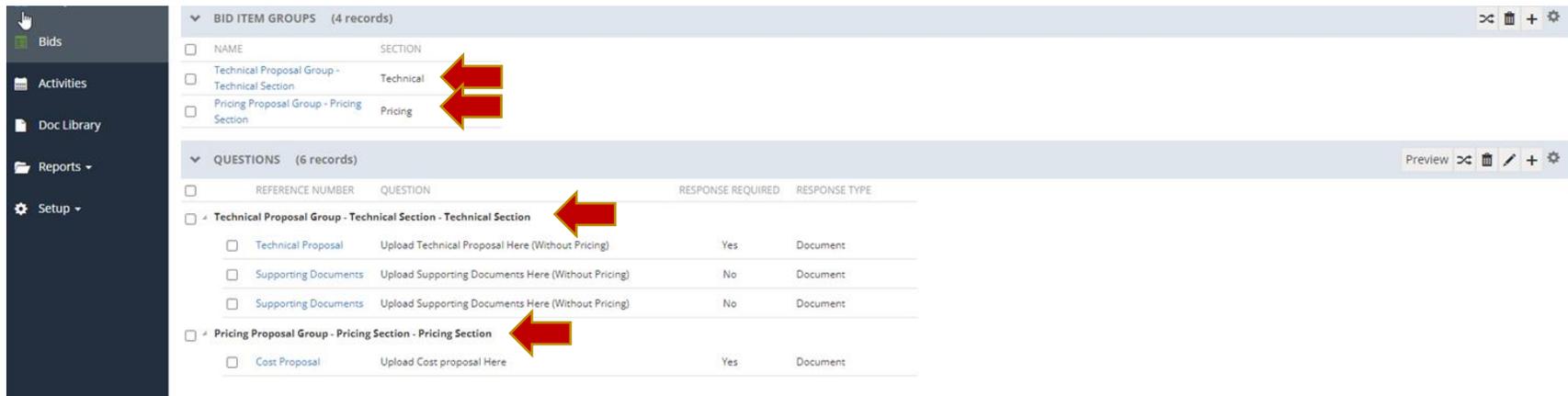
One-Step Unsealing

If your bid is “One-Step Unsealing” there is only one “Open Sealed Responses” option presented when reaching the due date/time. The date/time of the unsealing and the identity of the bid administrator who clicks the “Open Responses” button is recorded and displayed. When bids are unsealed, the agency has immediate access to all elements of the bidder-submitted bid.

Two-Step Unsealing

For solicitations with “Two-Step Unsealing,” there are several differences to consider when establishing and opening your bids.

Within the SETUP/BID FORM- QUESTIONS (RFI), you will be able to assign “Technical” or “Pricing” to any of the required acknowledgments or document upload spots, or their related Item Groups. This will determine how individual line-item responses will be categorized for your bid opening. All line items within the “Bid Form– Pricing” are automatically categorized as “Pricing” elements.



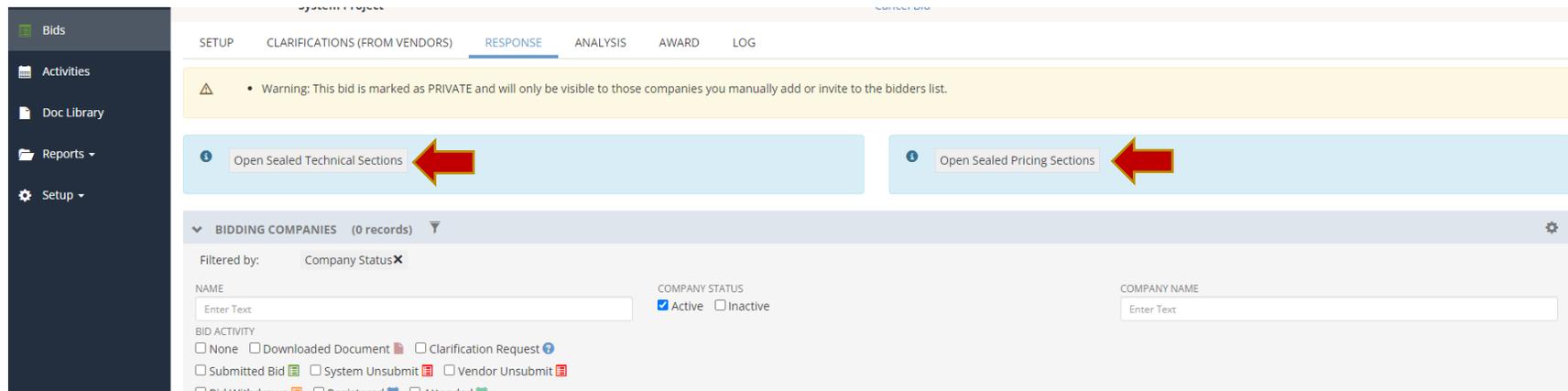
The screenshot displays the 'BID ITEM GROUPS' and 'QUESTIONS' sections of the PennBid system. The 'BID ITEM GROUPS' section contains 4 records:

NAME	SECTION
Technical Proposal Group - Technical Section	Technical
Pricing Proposal Group - Pricing Section	Pricing

The 'QUESTIONS' section contains 6 records:

REFERENCE NUMBER	QUESTION	RESPONSE REQUIRED	RESPONSE TYPE
Technical Proposal Group - Technical Section - Technical Section			
Technical Proposal	Upload Technical Proposal Here (Without Pricing)	Yes	Document
Supporting Documents	Upload Supporting Documents Here (Without Pricing)	No	Document
Supporting Documents	Upload Supporting Documents Here (Without Pricing)	No	Document
Pricing Proposal Group - Pricing Section - Pricing Section			
Cost Proposal	Upload Cost proposal Here	Yes	Document

When opening bids that are Two-Step Unsealing, the RESPONSE Tab will contain separate buttons labeled “Open Sealed Technical Sections” and “Open Sealed Pricing Sections”, allowing you to unseal one, or both, elements as appropriate for your project review needs. The Technical and Pricing sections are separately date and time stamped and include the identity of the bid administrator who clicked “Open Responses”.



The screenshot displays the PENNBID system interface. On the left is a dark sidebar with navigation options: Bids, Activities, Doc Library, Reports, and Setup. The main content area has a top navigation bar with tabs: SETUP, CLARIFICATIONS (FROM VENDORS), RESPONSE (selected), ANALYSIS, AWARD, and LOG. Below the tabs is a yellow warning banner: "Warning: This bid is marked as PRIVATE and will only be visible to those companies you manually add or invite to the bidders list." Below the warning are two light blue buttons: "Open Sealed Technical Sections" and "Open Sealed Pricing Sections", both with red arrows pointing to them. Below the buttons is a section for "BIDDING COMPANIES (0 records)" with a filter dropdown set to "Company Status". It includes search fields for "NAME" and "COMPANY NAME", and a "COMPANY STATUS" filter with "Active" selected. Below these are checkboxes for "BID ACTIVITY": None, Downloaded Document, Clarification Request, Submitted Bid, System Unsubmit, Vendor Unsubmit, Bid Withdrawn, Denied, and Attended.

Note: The “Pricing” section must be unsealed before a bid can be awarded in the system.