

# PRICING RESULTS VISIBILITY

*Pricing Results Visibility – How the pricing responses display to the public when a solicitation is closed.*

## System Default – Public Summary

When setting up a solicitation, there are three options for pricing results visibility: Hidden, Public Summary and Public Details. The default view will be set to “Public Summary.” This means that the companies who bid and the total base bid prices will become publicly visible after the project is unsealed.

<ul style="list-style-type: none"> <li>Companies</li> <li>Bids</li> <li>Activities</li> <li>Doc Library</li> <li>Reports</li> <li>Setup</li> </ul>	<b>NUMBER</b> Texter Mountain Authority	<b>STATUS</b> Draft	<b>VENDOR SERVICE AREA VIEW</b> No
	<b>TITLE</b> Construction of New Tree House at PennBid Park	<b>CLARIFICATION NOTICE</b> Yes	<b>VENDOR CATEGORY VIEW</b> No
	<b>BID TYPE</b> Fixed Fee Contract	<b>BID SUBMISSION NOTICE</b> Yes	<b>EDIT LOCK</b> Unlocked
	<b>PROCESS</b> One Step Unsealing	<b>INCLUDE INTENT TO BID</b> Yes	<b>ACCESS</b> Public
	<b>AVAILABLE DATE</b> 3/2/2020 12:00 AM	<b>BID BOND REQUIRED</b> Yes	<b>BIDDER LIST ACCESS</b> Public
	<b>CLARIFICATION DEADLINE</b> 3/20/2020 12:00 AM	<b>USER GROUP</b> PennBid - ALL BID VIEW	<b>PRICING RESULTS VISIBILITY</b> Public Summary
<b>DUE DATE</b> 4/1/2020 12:00 AM	<b>HIDDEN</b> No	<b>CONTACT INFORMATION</b>	

*Note:* If the bid closes but hasn’t been unsealed by the posting agency, the pricing results will not be displayed. They begin to display publicly after the posting agency takes the action of unsealing bids.



## Pricing Visibility – Hidden & Public Details

If you prefer to keep the pricing results **Hidden** at bid opening, you can edit the Pricing Results Visibility field on the **SETTINGS** screen. To take this action, click “Edit” and then select “Hidden” on the Pricing Results Visibility drop-down menu. If the visibility is set to “Hidden,” it takes a deliberate action on your part to change the visibility later and make the pricing results publicly available.

If the project contains more than a lump sum base bid, you may opt to display all line items and their respective unit prices in addition to the base bid total. In this case, select the **Public Details** option under the Pricing Results Visibility drop-down menu. With bids that do not contain a single base bid total, such as commodity purchases and multi-primes, this is the recommended option for pricing visibility.

The screenshot displays the PennBid settings interface. On the left is a navigation menu with options: Companies, Bids, Activities, Doc Library, Reports, and Setup. The main content area is divided into several sections: BID TYPE (Fixed Fee Contract), PROCESS (One Step Unsealing), AVAILABLE DATE (3/2/2020 12:00 AM), CLARIFICATION DEADLINE (3/20/2020 12:00 AM), DUE DATE (4/1/2020 12:00 AM), BID SUBMISSION NOTICE (checked), INCLUDE INTENT TO BID (checked), BID BOND REQUIRED (checked), USER GROUP (PennBid - ALL BID VIEW), and HIDDEN (unchecked). On the right side, there are three dropdown menus: EDIT LOCK (Unlocked), ACCESS (Public), and BIDDER LIST ACCESS (Public). The PRICING RESULTS VISIBILITY dropdown menu is open, showing options: Public Details (selected), Please choose one, Hidden, Public Details, and Public Summary. A red arrow points to the 'Hidden' option in the dropdown menu.

*Note:* If you aren’t sure which option is best for your project, we recommend keeping the default Pricing Results Visibility – Public Summary - selected during project set-up. You can adjust the Pricing Results Visibility at any time.