

Vendor Webinar – Submitting Your Bid Q&A



VENDOR WEBINAR: Submitting Your Bid

Q: I am currently a Bonfire user - so when I enter my bids will it go through PennBid?

A: While bidders outside of PennBid may receive notifications of opportunities, you must register directly with PennBid in order to submit bids on projects posted within PennBid.

Q: Does a project that has been awarded show if there are any subcontracting requirements for the Prime? (DBE, MBE, Women Owned)

A: As these requirements vary based on a number of factors, bidders should review each opportunity for any subcontracting requirements, including MBE/WBE/DBE that might apply.

Q: Will the awardee get an email?

A: Generally, awarded bidders are notified directly from the posting agency.

Q: Will we be notified when there is a bid opportunity? Or do we need to check the portal?

A: Bidders are notified of new opportunities that align based on the commodity codes selected.

Q: Are we able to contact contractors if we are a company that only provides specialized services?

A: Most opportunities in PennBid contain a dedicated area where subcontractors can identify their interest in subcontracting, so that prime contractors can consider your services.

Q: Is there a fee for submitting a bid through Penn Bid?

A: There are no subscription or registration costs with PennBid. This allows bidders to download documents, ask questions, and submit bids at NO COST. Only vendors who are awarded contracts are assessed a modest, capped fee of 1/3% for fixed fee contracts or 1/6% of contract value for term contracts. There is a minimum award fee of \$100 and a maximum of \$5,000, and all fees are subject to PA State Sales Tax (6%).

Q: If you win, when is the fee due? And what are the terms of payment?

A: Generally, bidders who are awarded contracts will be assessed a fee from PennBid within 30 days of the opportunity being awarded in system, with payment due Net 30.

Q: Does that fee structure apply to professional service awards as well or just construction bidding?

A: Yes, PennBid's fee structure applies to all projects, however, that does not mean all bidders will be assessed a fee. PennBid's fees are based upon the awarded value of a project, not the value of the bid. While bidders can estimate a potential fee based on their bid, determining the exact amount of PennBid's fee in advance of award is not guaranteed.

Q: Is there a way to be notified when a bid is awarded or do we just keep checking back on the status?

A: Some posting agencies will issue public notices advising of project awards, however the timeframe or requirement to do so varies significantly based on posting agency, type of project, and other variables.

Q: When we are bidding on an opportunity, can we choose to bid only on specific line items?

A: Only when allowed by the posting agency, bidders will see an option to “No Bid” certain line items. This is not common, as most posting agencies require comprehensive bids to accurately compare submissions.

Q: When submitting pricing, should we include tax? I have noticed the solicitations usually do not have an area to enter the tax.

A: PennBid contains opportunities from many different agencies, all who have different requirements and processes. Bidders should inquire on each specific opportunity as to the applicability of sales tax, and how it should be accounted for.

Q: Do I need to save any downloaded fillable files (ie: Pricing Sheet or Questionnaire) before uploading back into the PennBid platform?

A: Bidders must save their work on any downloaded forms before uploading them back into the system.

Q: Will the documents always have to be downloaded or is there or will there be an option to view the docs before doing so?

A: In order to ensure appropriate tracking of actions for notification purposes, bidders must be logged in to their PennBid account, and download documents in order to view them.

Q: I am already on Bonfire. How do I get notifications from PennBid? Do I need to register on your site?

A: Bidders using other Bonfire-based portals will receive notifications of opportunities based on their notification preferences. However, bidders must register with PennBid to submit bids.

Q: When a question is asked/posted - is the project owner notified immediately?

A: Posting agencies are automatically notified when bidders submit questions using the “Ask a Question” feature.

Q: Can you get bid results?

A: Most opportunities will have bid results issued as a public notice shortly after the established Closing Date & Time.

Q: If the Q&A deadline has already passed, is there anywhere I can still ask questions/learn more about the bid?

A: While some posting agencies will occasionally extend deadlines for questions, this should not be expected. Bidders should treat any deadlines as definitive, and submit questions prior to designated times.

Q: Are commodity projects on PennBid?

A: Yes, opportunities from of all types of public agencies are found on Pennbid: Construction, commodities, professional services, and more.

Q: Is there assistance available while submitting?

A: Yes – bidders may contact PennBid for assistance at info@pennbid.net, or by phone: 610-693-4769 #1. It is highly recommend to contact our office with as much notice as possible.

Q: Do you accept bids from out of state vendors?

A: Each opportunity will have its own requirements and restrictions based on the posting agency and type of opportunity, however most public agencies encourage all qualified bidders to submit regardless of location.

Should you have any questions or require assistance, please contact PennBid at info@pennbid.net, or **610-693-4769 - Option 1**.