Awarding Your Projects in PennBid

The final step associated with your project in PennBid is to populate the Award details. Taking only a few mouse clicks, this ensures the project is appropriately closed out and promotes transparency of the bidding process.

To learn more about Awarding Bids, we have both a video and a PDF guide.

AWARDING BIDS GUIDE (PDF)

AWARDING BIDS VIDEO

Issuing Addenda

At times, changes in the scope of work, due date, or other key elements of your solicitation require issuing an addendum. With PennBid, this process takes only a few mouse clicks and includes notifying bidders to ensure that everyone is aware of these changes.

The links below are to our training resources. If you would like assistance updating your bid(s) or have questions about issuing addenda, please contact our office at Info@PennBid.net, as we are happy to help.

ISSUING ADDENDA (PDF)

ISSUING ADDENDA (VIDEO)

Answering Bidder Clarifications

Providing bidders with timely answers to their questions helps them to be as accurate as possible with their bids. Failing to respond altogether will likely affect their decision to participate.

Responding to questions from bidders via the "Clarifications" tab in PennBid dramatically enhances your ability to provide uniform, consistent messaging to potential bidders.

When doing so, remember that you must set the "VISIBLE ONLINE TO" field to "All Bidders" for your responses to be viewable by all potential bidders.

ANSWERING CLARIFICATIONS

For more useful tips and pointers, including training videos and training documents, please visit the Resource Section of the PennBid website.

PENNBID