



User Tips and Training

Avoid Deleting Bids

At times, you might have the urge to delete a bid or solicitation from PennBid. As a rule, we do not recommend deleting anything without carefully considering a few important items:

- Has the project been "live" or "Open for Bidding?" If so, deleting the bid may negatively affect preserving the public record and is not recommended.
- Is it a duplicate of another bid? If so, it may be prudent to incorporate unique identifiers to avoid deleting the wrong solicitation.
- If a project is still in "Draft" status, it may be more productive to repurpose it for another project, saving you future time.

If you accidentally delete a bid or solicitation from PennBid, contact our office as soon as possible. Recovery might be possible, however, time is critical.

If you are unsure if deleting a bid is appropriate, contact the PennBid team for guidance.



2023 Bidding Thresholds

The PA Department of Labor and Industry has released the 2023 bid thresholds for public contracts and purchases based on changes in the Consumer Price Index over the past year.

It should be noted that the increase in the consumer price index was 8.2% for the 12-month period ending September 30, however there is an annual cap of 3% on increases to these limits.

Beginning January 1, 2023, the updated bidding thresholds for contracts and purchases for most public agencies are as follows:

- Contracts or purchases under \$12,200 require no formal bidding or price quotations.
- Contracts or purchases between \$12,200 and \$22,500 require three written/telephonic price quotes.
- Contracts or purchases greater than \$22,500 require formal bidding and public notice.

[VIEW THE FULL BULLETIN HERE](#)



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