



User Tips and Training

Save Time by Cloning Annual Solicitations Bids

Cloning prior solicitations is a quick and easy way to get new projects into PennBid. Cloning the appropriate elements of a previous solicitation will ensure the new project is established correctly.

For example, selecting "Forms" will streamline populating both the "Questions" and "Pricing" elements of the bid forms. "Bidders," on the other hand, should only be selected when re-bidding a project, so that bidders involved the first time are included in new communications.

[CLONING BIDS GUIDE \(PDF\)](#)

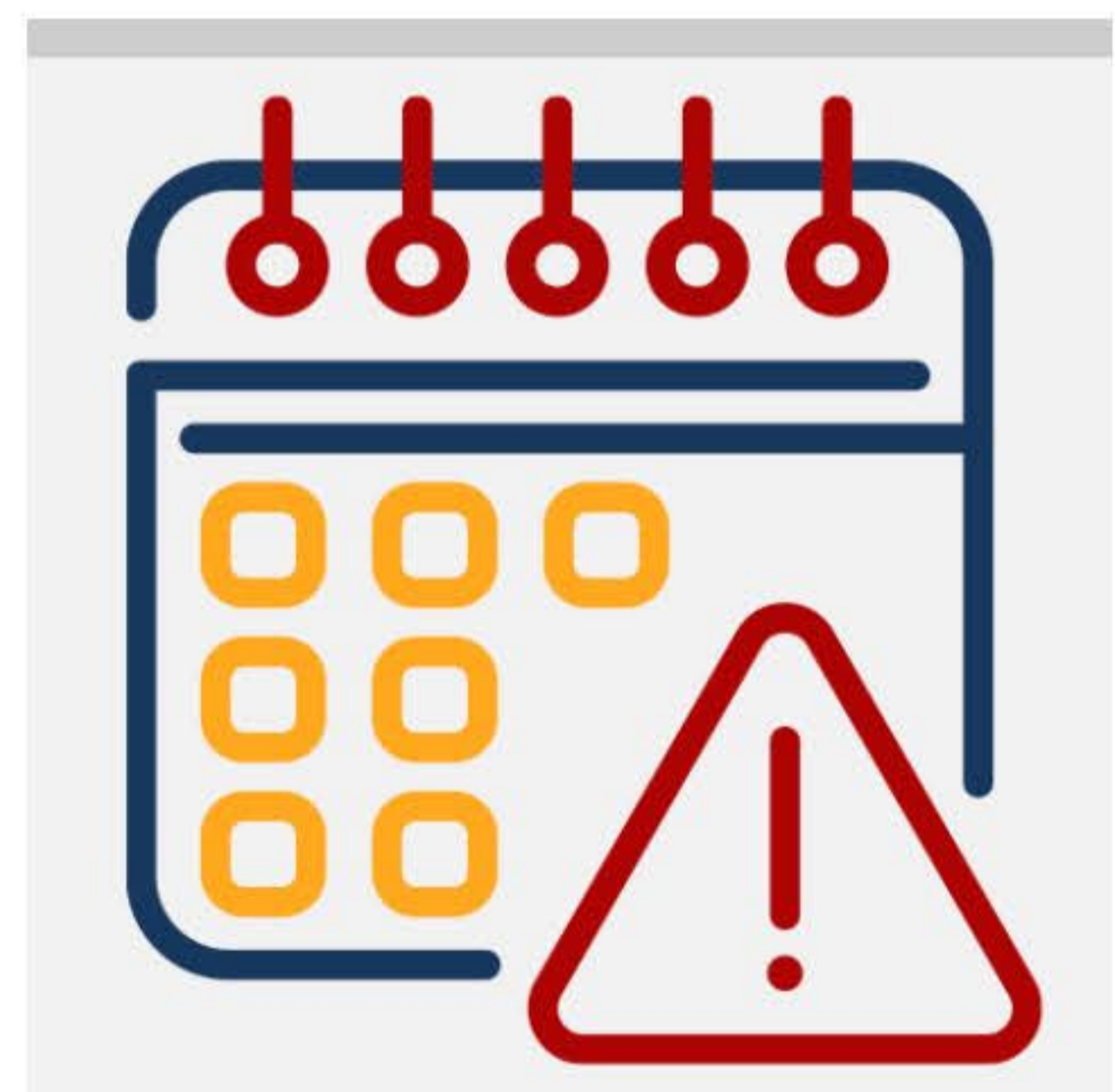


Setting Due Dates - Timing Matters!

Do you know the "best" days of the week and time of day to receive bids? Based on the evaluation of data spanning thousands of bid projects and tens of thousands of sealed bids solicited over several years, the strongest response(s) from bidders occurs Tuesday through Thursday, from 10:00am through 2:00pm.

Understanding the facts affecting the bidding environment, such as staying away from the morning following a holiday, can help you gain better results when bidding your next project.

[READ MORE HELPFUL BIDDING ARTICLES](#)



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

