



User Tips and Training

“HIDE”: When and When Not to Use

When a bid is in “Draft” status, it is not visible to bidders, but is visible to folks within your User Group. Therefore, it is unnecessary to “Hide” the bid while working on it. Once the “Available Date” within the SETUP/SETTINGS tab passes, the system will release the project publicly (Go Live).

If the bid “Goes Live” and isn’t ready, you can temporarily turn it off by clicking on the “HIDE” button. Then, after making the necessary adjustments, simply “Unhide” the bid to restore visibility to the public and bidders.



[MORE INFO ON GOING LIVE](#)

One-Step Vs. Two-Step Unsealing Explained

For most bids and solicitations, posting agencies utilize a One-Step Unsealing process that allows access to all aspects of submitted bids with a single “Open Sealed Responses” mouse click.

However, occasionally agencies need an enhanced review process for larger, more complex projects, requests for professional services, or other solicitations where vendor’s qualifications and capabilities have greater influence on the evaluation.

With PennBid's Two-Step Unsealing process, agencies can separate Technical and Pricing elements of the bid or RFP, allowing each component to be opened and evaluated separately.



[ONE-STEP VS. TWO-STEP UNSEALING](#)

DBE Notification & Reporting Service

Did you know that PennBid offers a DBE (Disadvantaged Business Enterprises) Notification and Final Reporting service, accepted by most, if not all funding agencies – at **no cost**. Typically, DBE notifications are required when a project is funded by state or federal dollars.

PennBid has completed hundreds of DBE's, giving us considerable experience to ensure the owners obligations are satisfied, and promoting inclusion of Disadvantaged Business Enterprises in your projects. PennBid provides a final report documenting the outreach efforts, response rates, and other details that can be sent to the funding agency.



[DBE NOTIFICATION & REPORTING](#)

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

