

# MULTI-PRIME PROJECTS

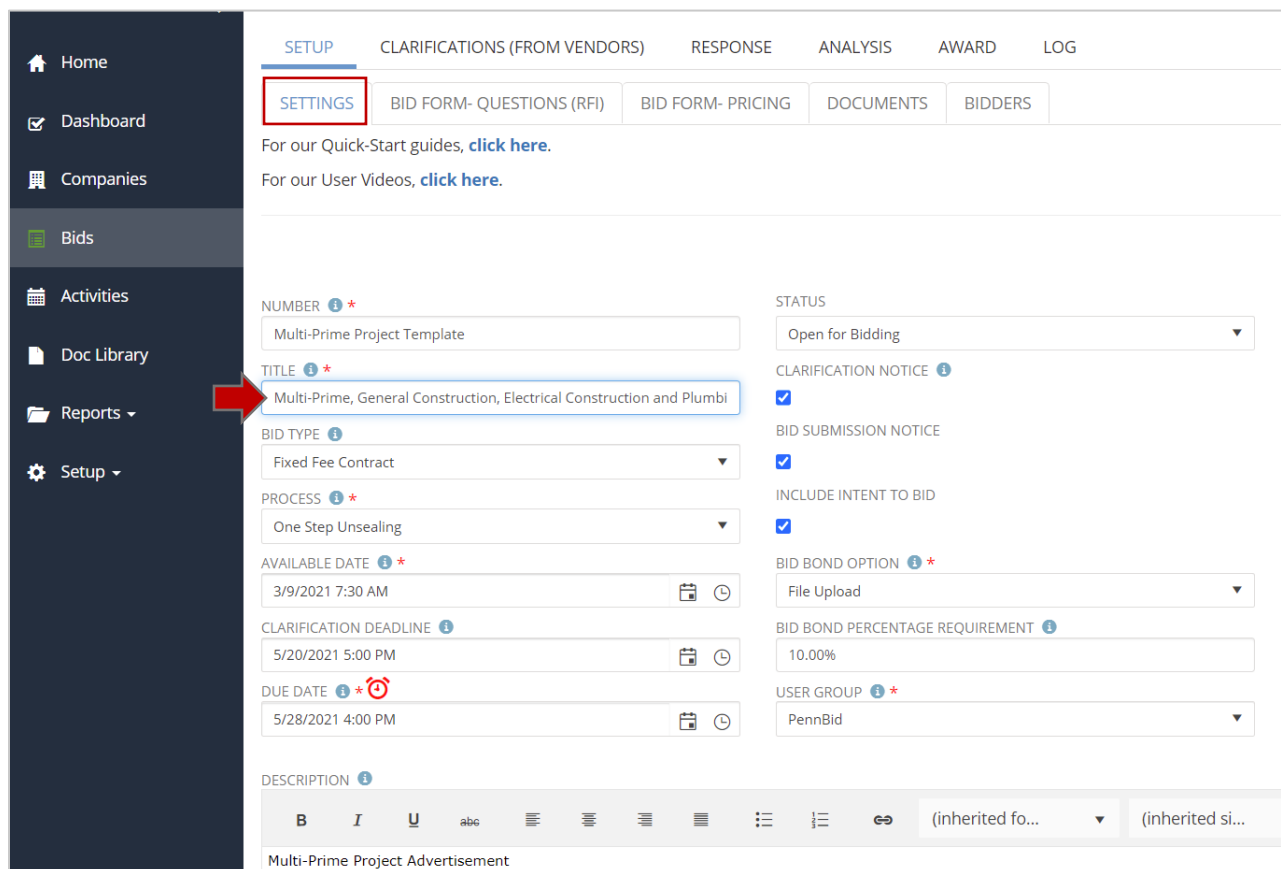
*Multi-Prime Project – A project that includes more than one contract/bid form but shares the same scope of work. Common primes include general construction, electrical construction, HVAC construction, plumbing construction, and mechanical construction.*

## Setting up a Multi-Prime Project – The Framework (SETTINGS Tab)

Multi-prime projects are created the same way in PennBid as single-prime projects. All primes will be housed on the same solicitation. For a basic understanding of this process, see [How to Set Up a New Project](#).

Once the framework of the project is created (The Setup → Settings tab is established), you can begin including language and information specific to the multi-prime process.

On the SETTINGS tab, the “Title” of the project should include the name of each prime.



The screenshot shows the 'SETTINGS' tab in the PennBid system. The left sidebar contains navigation options: Home, Dashboard, Companies, Bids, Activities, Doc Library, Reports, and Setup. The main content area is titled 'SETTINGS' and includes tabs for 'CLARIFICATIONS (FROM VENDORS)', 'RESPONSE', 'ANALYSIS', 'AWARD', and 'LOG'. Below these are sub-tabs for 'SETTINGS', 'BID FORM- QUESTIONS (RFI)', 'BID FORM- PRICING', 'DOCUMENTS', and 'BIDDERS'. The 'SETTINGS' sub-tab is active, showing a form for project configuration. The 'TITLE' field is highlighted with a red arrow and contains the text 'Multi-Prime, General Construction, Electrical Construction and Plumbi'. Other fields include 'NUMBER' (Multi-Prime Project Template), 'STATUS' (Open for Bidding), 'BID TYPE' (Fixed Fee Contract), 'PROCESS' (One Step Unsealing), 'AVAILABLE DATE' (3/9/2021 7:30 AM), 'CLARIFICATION DEADLINE' (5/20/2021 5:00 PM), 'DUE DATE' (5/28/2021 4:00 PM), 'BID BOND OPTION' (File Upload), and 'BID BOND PERCENTAGE REQUIREMENT' (10.00%). The 'DESCRIPTION' field at the bottom contains the text 'Multi-Prime Project Advertisement'.



## Setting up a Multi-Prime Project – BID FORM QUESTIONS (RFI) Tab

On the ITEM GROUPS bar, click the “+” on the right to add a new group. While this section is completely customizable, we recommend including at least three groups: Project Documents, Bidder Acknowledgements and Multi-Prime Project.

The screenshot displays the PennBid interface for setting up a Multi-Prime Project. The top navigation bar includes a 'Return to Bid List' link, a 'Bid' icon, and a table with columns: NUMBER (Multi-Prime Project Template), TITLE (Multi-Prime, General Construction, Electrical Construction and Plumbing Construction), PROCESS (One Step Unsealing), # BIDS RECEIVED (0), STATUS (Open for Bidding, Cancel Bid), and CLOSES IN (66 days: 14 hours: 13 minutes: 15 seconds). A warning message is displayed below the navigation bar. The main content area has tabs for SETUP, CLARIFICATIONS (FROM VENDORS), RESPONSE, ANALYSIS, AWARD, and LOG. The 'SETUP' tab is active, and the 'BID FORM- QUESTIONS (RFI)' sub-tab is selected. Below the tabs, a message states: 'The "BID FORM- QUESTIONS (RFI)" and "BID FORM- PRICING" tabs are used to develop the online bid form.' The 'ITEM GROUPS' section is expanded, showing 2 records. A table lists the groups, with 'Multi-Prime Project' selected. A red arrow points to the 'Multi-Prime Project' entry, and another red arrow points to the '+' icon on the right of the 'ITEM GROUPS' bar. The 'QUESTIONS' section is collapsed, showing 0 records. A red arrow points to the '+' icon on the right of the 'QUESTIONS' bar.

**PROJECT DOCUMENTS:** On the QUESTIONS bar, click the “+” on the right to add a new question. Under “Item Group” select “Project Documents.” Under “Question” include the text “Upload Support Document(s).” The “Response Type” should be set to “Document.” Include a “Reference Number” and indicate whether this question requires a document upload by the bidder. Click the check box on the right to insert one question; or click the “Save and Copy” button to insert and add the same question a second time (Be sure to update the Reference Number).

**BIDDER ACKNOWLEDGEMENTS:** On the QUESTIONS bar, click the “+” on the right to add a new acknowledgement. Under “Item Group” select “Bidder Acknowledgements.” At a minimum, include an addenda acknowledgement, making sure to set the “Response Type” to “Text Box” and checking the “Response Required” box. Click the check box on the right to add the acknowledgement.

▼ ITEM GROUPS (3 records)
⌂ 🗑️ + ⚙️

NAME  
 Project Documents  
 Bidder Acknowledgements  
 Multi-Prime Project

▼ QUESTIONS (3 records)
Preview ⌂ ✕ Save And Copy ✓ ⚙️

ITEM GROUP ? \*

REFERENCE NUMBER ? \*

RESPONSE REQUIRED ?

QUESTION ? \*

RESPONSE TYPE ? \*

	REFERENCE NUMBER	QUESTION	RESPONSE REQUIRED	RESP
<input type="checkbox"/>				
<input type="checkbox"/>	<b>Project Documents</b>			
<input type="checkbox"/>	1	Upload Support Document(s)	No	Dc
<input type="checkbox"/>	2	Upload Support Document(s)	No	Dc
<input type="checkbox"/>	3	Upload Support Document(s)	No	Dc

**MULTI-PRIME PROJECT:** On the QUESTIONS bar, click the “+” on the right to add a new acknowledgement. Under “Item Group” select “Multi-Prime Project.” We recommend including four specific acknowledgements:

1. Bidder understands that this is a multi-prime project. Bidder can submit a bid on any number of contracts. (Enter I Agree or I Do Not Agree)
2. Bidder will check the “No Bid” box on all line items within a prime not being bid. (Enter I Agree or I Do Not Agree)
3. Bidder will provide pricing on all line items contained within a prime contract in which they are bidding. (Enter I Agree or I Do Not Agree)
4. Bidder is submitting a bid on the following contract(s): [MultiPickList] (Contract,Contract,Contract...)

▼ QUESTIONS (7 records)
Preview ⌂ ✕ Save And Copy ✓ ⚙️

ITEM GROUP ? \*

REFERENCE NUMBER ? \*

RESPONSE REQUIRED ?

QUESTION ? \*

RESPONSE TYPE ? \*

PICKLIST OPTIONS ?

QUESTIONS (8 records)		Preview	✕	🗑️	✎	+	⚙️
REFERENCE NUMBER	QUESTION	RESPONSE REQUIRED	RESP				
<b>Project Documents</b>							
<input type="checkbox"/> 1	Upload Support Document(s)	No	Do				
<input type="checkbox"/> 2	Upload Support Document(s)	No	Do				
<input type="checkbox"/> 3	Upload Support Document(s)	No	Do				
<b>Bidder Acknowledgements</b>							
<input type="checkbox"/> 1	Bidder has read and agrees to all addenda issued. (Enter Addendum Number and Date(s) if no addenda issued, write "None")	Yes	Te				
<b>Multi-Prime Project</b>							
<input type="checkbox"/> 1	Bidder understands that this is a multi-prime project. Bidder can submit a bid on any number of contracts. (Enter I Agree or I Do Not Agree)	Yes	Te				
<input type="checkbox"/> 2	Bidder will check the "No Bid" box on all line items within a prime not being bid. (Enter I Agree or I Do Not Agree)	Yes	Te				
<input type="checkbox"/> 3	Bidder will provide pricing on all line items contained within a prime contract in which they are bidding. (Enter I Agree or I Do Not Agree)	Yes	Te				
<input type="checkbox"/> 4	Bidder is submitting a bid on the following contract(s):	Yes	M				

Once you finish adding questions, click the "Preview" button to see what the fillable field looks like to the bidders when they are submitting a bid.

QUESTION RESPONSE PREVIEW (8 records)		
REFERENCE NUMBER	QUESTION	RESPONSE
<b>Project Documents</b>		
1	Upload Support Document(s)	<input type="button" value="Choose File"/> No file chosen
2	Upload Support Document(s)	<input type="button" value="Choose File"/> No file chosen
3	Upload Support Document(s)	<input type="button" value="Choose File"/> No file chosen
<b>Bidder Acknowledgements</b>		
1	Bidder has read and agrees to all addenda issued. (Enter Addendum Number and Date(s) if no addenda issued, write "None")	<input type="text" value="Enter Text"/> *
<b>Multi-Prime Project</b>		
1	Bidder understands that this is a multi-prime project. Bidder can submit a bid on any number of contracts. (Enter I Agree or I Do Not Agree)	<input type="text" value="Enter Text"/> *
2	Bidder will check the "No Bid" box on all line items within a prime not being bid. (Enter I Agree or I Do Not Agree)	<input type="text" value="Enter Text"/> *
3	Bidder will provide pricing on all line items contained within a prime contract in which they are bidding. (Enter I Agree or I Do Not Agree)	<input type="text" value="Enter Text"/> *
4	Bidder is submitting a bid on the following contract(s):	<input type="text" value=""/> * <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <input type="checkbox"/> General Construction  <input type="checkbox"/> Electrical Construction  <input type="checkbox"/> Plumbing Construction </div>

As a reminder, all "Item Groups" and "Questions" are customizable to fit the needs of your project.



## Setting up a Multi-Prime Project – BID FORM - PRICING Tab

On the ITEM GROUPS bar, click the “+” on the right to add a new group. Add a group for each prime (ex. General Construction, Electrical Construction, Plumbing Construction).

The screenshot shows the PennBid interface with the 'BID FORM- PRICING' tab selected. The 'ITEM GROUPS' section is expanded, showing a list of groups. The 'NAME' field is populated with 'Plumbing Construction'. Below the list, there are checkboxes for 'NAME', 'Project Documents', 'Bidder Acknowledgements', 'Multi-Prime Project', 'General Construction', and 'Electrical Construction'. Red arrows point to the 'Plumbing Construction' input field, the 'General Construction' checkbox, and the 'Electrical Construction' checkbox.

*Note:* The Item Groups already created on the RFI tab will carry over. The new Pricing Item Groups will automatically be added to the bottom of the list.



On the PRICING LINE ITEMS bar, click the “+” on the right to add a new line item. Make sure to fill in all required fields. Additionally, check the “ALLOW NO BID” box. Click the “check mark” on the right to insert the line item.

The screenshot shows the 'PRICING LINE ITEMS' form in the PENNBID system. The form is titled 'ITEM GROUPS (6 records)' and 'PRICING LINE ITEMS (0 records)'. It contains several input fields: 'ITEM GROUP' (General Construction), 'UNIT OF MEASURE' (Lump Sum), 'CATEGORY' (Please choose one), 'REFERENCE NUMBER' (1), 'DESCRIPTION' (Mobilization and De-mobilization), 'VERSION' (Enter Text), and 'TYPE' (Base). There are also checkboxes for 'ALLOW ALT ITEM', 'ALLOW COMMENT', 'INTERNAL ONLY', 'ESTIMATE SOURCE', and 'SOURCE DESCRIPTION'. A red arrow points to the 'ALLOW NO BID' checkbox, which is checked. Another red arrow points to the 'Save And Copy' button with a checkmark icon.

*Note:* If the “ALLOW NO BID” box is not checked, general construction contractors will not be able to opt out of bidding the electrical and plumbing work. The same is true for all other primes.

For additional information about adding line items, read through our [Quick Start Guide](#) which provides the elements of the bid form with screen shots.

For a comprehensive look at setting up and managing bid forms, including importing the file template, watch our [Bid Forms - Part 1 \(Basic Setup\)](#), [Bid Forms - Part 2 \(Item Groups and Re-Ordering\)](#), [Bid Forms - Part 3 \(Importing Bid Form Files\)](#) and [Bid Forms - Part 4 \(Editing Bid Forms\)](#) videos.



## Setting up a Multi-Prime Project –Documents (DOCUMENTS Tab)

There are several ways to organize and display project documents. To understand how to establish multiple folders and import documents, see our [Quick Start Guide](#).

The screenshot displays the PennBid system interface for a bid project. At the top, there is a navigation bar with a "Return to Bid List" link and a "Bid" icon. Below this is a table with the following data:

NUMBER	TITLE	PROCESS	# BIDS RECEIVED	STATUS
Multi-Prime Project Template	Multi-Prime, General Construction, Electrical Construction and Plumbing Construction	One Step Unsealing	0	Open for Bidding <a href="#">Cancel Bid</a>

A warning message is displayed below the table: "Warning: This bid is marked as PRIVATE and will only be visible to those companies you manually add or invite to the bidders list." Below the warning is a navigation menu with tabs: SETUP, CLARIFICATIONS (FROM VENDORS), RESPONSE, ANALYSIS, AWARD, and LOG. The "DOCUMENTS" tab is highlighted with a red box. Below the navigation menu is a sub-menu with tabs: SETTINGS, BID FORM- QUESTIONS (RFI), BID FORM- PRICING, DOCUMENTS, and BIDDERS. The "DOCUMENTS" tab is also highlighted with a red box. Below the sub-menu is a folder structure on the left:

- Main Document Folder (0)
  - External Documents - Protected (0)
  - Internal Documents (0)

On the right side of the folder structure, there is a "Drag and Drop" area. Below the folder structure is a summary bar: "DOCUMENTS IN SELECTED FOLDER (0 records)".

*Note:* All project documents meant for public view/download must be in the main “External Documents – Protected” folder or a sub-folder within this hierarchy. All documents located in the “Internal Documents” folder are for the public agency only and will not be available to the bidders.



With multi-prime projects, there are several combinations of folders and sub-folders that can be created to house documents. The first includes creating a sub-folder for each prime (and then sub-folders within each as necessary).

The screenshot displays the PENNBID software interface for a bid setup. On the left is a dark sidebar with navigation options: Dashboard, Companies, Bids, Activities, Doc Library, Reports, and Setup. The main content area shows a bid titled "Multi-Prime, General Construction, Electrical Construction and Plumbing Construction" with a "One Step Unsealing" process. A yellow warning banner states: "Warning: This bid is marked as PRIVATE and will only be visible to those companies you manually". Below this are tabs for "SETUP", "CLARIFICATIONS (FROM VENDORS)", "RESPONSE", "ANALYSIS", "AWARD", and "LOG". The "SETUP" tab is active, with sub-tabs for "SETTINGS", "BID FORM- QUESTIONS (RFI)", "BID FORM- PRICING", "DOCUMENTS", and "BIDDERS". The "DOCUMENTS" sub-tab is selected, showing a folder tree on the left and a document list on the right. The folder tree includes "Main Document Folder (0)", "External Documents - Protected (0)", "Electrical Construction (0)", "General Construction (0)", "Plumbing Construction (0)", and "Internal Documents (0)". Each of these three main folders has sub-folders for "Drawings" and "Specifications". Red arrows point to the "Electrical Construction", "General Construction", and "Plumbing Construction" folders. The document list on the right shows "DOCUMENTS IN SELECTED FOLDER (0 records)".





The second involves establishing main folder types and dropping all associated documents within each, regardless of prime.

NUMBER	TITLE	PROCESS	# BIDS RECEIVED	STATUS
Multi-Prime Project Template	Multi-Prime, General Construction, Electrical Construction and Plumbing Construction	One Step Unsealing	0	Open for Bidding <a href="#">Cancel Bid</a>

Warning: This bid is marked as PRIVATE and will only be visible to those companies you manually add or invite to the bidders list.

Navigation: SETUP (selected), CLARIFICATIONS (FROM VENDORS), RESPONSE, ANALYSIS, AWARD, LOG

Sub-tabs: SETTINGS, BID FORM- QUESTIONS (RFI), BID FORM- PRICING, DOCUMENTS (selected), BIDDERS

File Tree:

- Main Document Folder (0)
- External Documents - Protected (0) (highlighted with red arrow)
- Addenda (0)
- Drawings (0)
- Required Documents (0)
- Specifications (0)
- Internal Documents (0)

Drag and Drop File

DOCUMENTS IN SELECTED FOLDER (0 records)

Once you finish adding project documents, your project is ready to go out for bid at the specified available date/time on the [SETTINGS](#) screen. The date/time the project goes live can be edited to fit the project timeline. For additional information about making the project available to potential bidders, see our [Quick Start Guide](#).