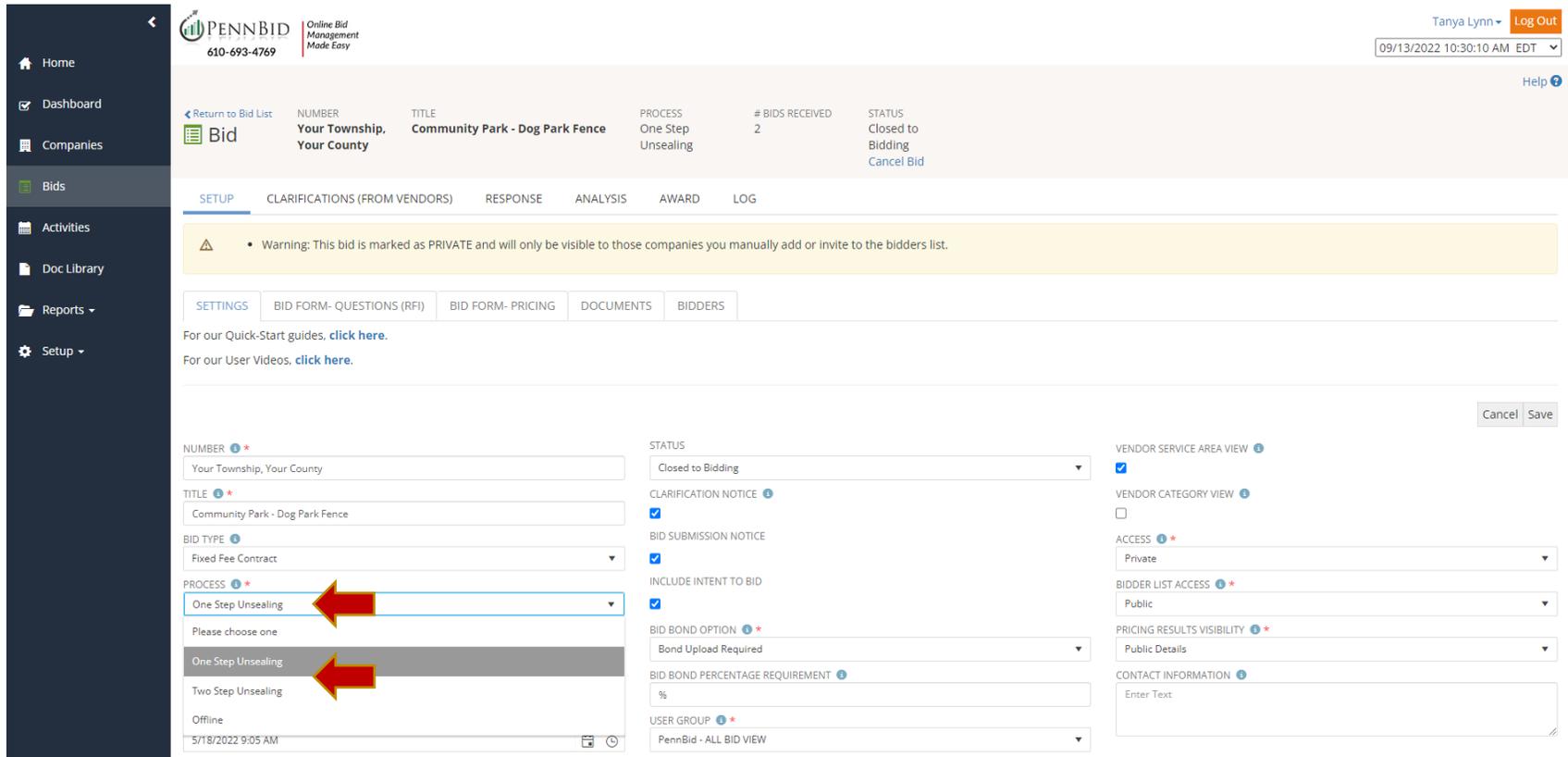# ONE-STEP VS. TWO-STEP UNSEALING PROCESS

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 to be opened and evaluated separately.

Both options are available by simply selecting One-Step or Two-Step unsealing as the "Process" on the SETUP/SETTINGS tab:

Note: "Offline" should never be selected. Additionally, the "Process" cannot be changed once the project's "Available Date" has passed. Please contact us if you have any questions
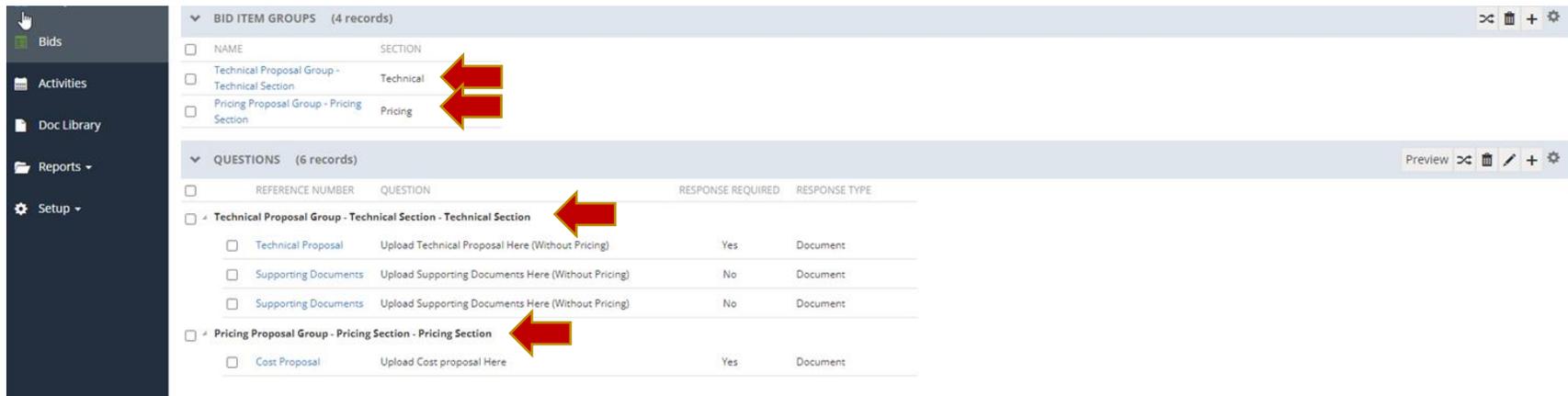
One-Step Unsealing

If your bid is "One-Step Unsealing" there is only one "Open Sealed Responses" option presented when reaching the due date/time. The date/time of the unsealing and the identity of the bid administrator who clicks the "Open Responses" button is recorded and displayed. When bids are unsealed, the agency has immediate access to all elements of the bidder-submitted bid.

Two-Step Unsealing

For solicitations with "Two-Step Unsealing," there are several differences to consider when establishing and opening your bids.

Within the SETUP/BID FORM- QUESTIONS (RFI), you will be able to assign "Technical" or "Pricing" to any of the required acknowledgments or document upload spots, or their related Item Groups. This will determine how individual line-item responses will be categorized for your bid opening. All line items within the "Bid Form– Pricing" are automatically categorized as "Pricing" elements.
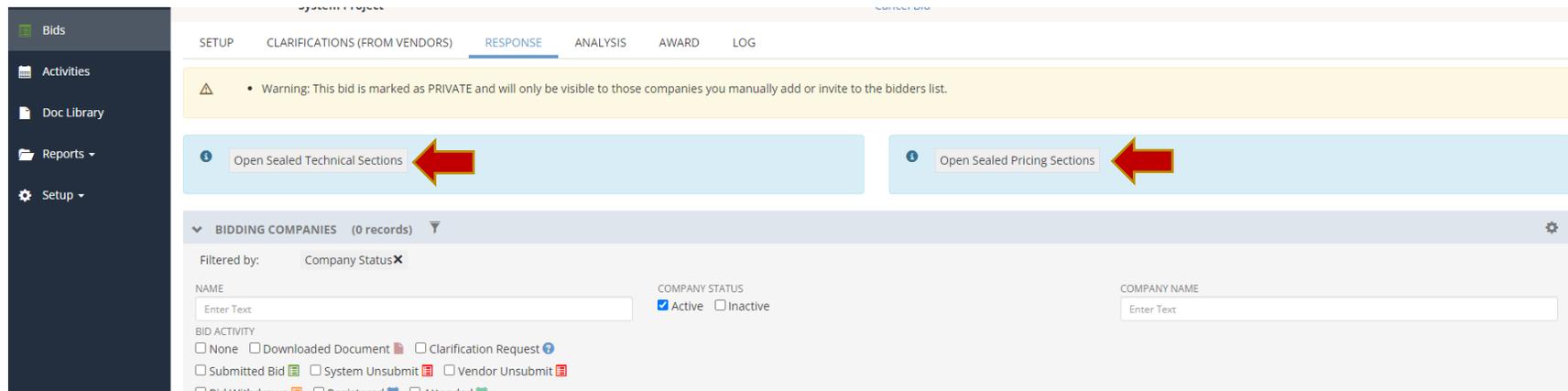
When opening bids that are Two-Step Unsealing, the RESPONSE Tab will contain separate buttons labeled "Open Sealed Technical Sections" and "Open Sealed Pricing Sections", allowing you to unseal one, or both, elements as appropriate for your project review needs. The Technical and Pricing sections are separately date and time stamped and include the identity of the bid administrator who clicked "Open Responses".

Note: The "Pricing" section must be unsealed before a bid can be awarded in the system.