

# PennBid™ - Getting Started

Utilizing the PennBid™ Program is a solid, value added initiative for you, your clients, and the rate/tax payers. To assure success from the start, a few basic areas need to be addressed

	Action	Complete
Home Page link and suggested text	<p><b>Communicating on your Home Page.</b> It is recommended that your use of PennBid™ be included on your Home Page. Feel free to add the PennBid™ logo with a clickable link. The PennBid site is located at <a href="http://www.PennBid.net">www.PennBid.net</a></p> <p><b>Suggested wording:</b> <b>[Your agency or firm] is now using PennBid™, PA's electronic procurement Program.</b> Similar to a paper based process, PennBid™ provides sealed bid privacy, security, and vendor confidentiality, while streamlining the overall process. <a href="#">Click here</a> to access all bid and proposal documents and questions and answers, along with submitting and updating your bids.</p>	
“Safe” or “white listed” sites	<p>To prevent spam filters from interfering with your use of PennBid™, the following must be included as “safe” or “white listed”. This is often needed at the server level, not individual computers.</p> <p><a href="http://www.PennBid.net">www.PennBid.net</a> <a href="http://www.ebidexchange.com">www.ebidexchange.com</a> <a href="mailto:donotreply@ebidsystems.com">donotreply@ebidsystems.com</a></p>	



# Introduction and Training for PennBid™ Users

	Description and Outcomes	Appropriate Participants
<b>Level 1</b> 1 ½ - 2 Hours	<p>This interactive training session will demonstrate PennBid’s capabilities along with how to set-up and manage solicitations. Session includes “bidders view”.</p> <p><b>Outcomes</b> – at the end of the session, participants will be able to initialize and manage RFPs and RFQs.</p>	Individuals who will use the PennBid Program but have not previously participated in demonstration or in-depth dialog.
<b>Level 2</b> 2 hours	<p>Level 2 delves more deeply into PennBid features and options, such as utilizing categories and various available reports.</p> <p><b>Outcomes</b> – at the end of the session, participants will be able to initiate and manage RFPs and RFQs, while supporting others on Program’s functionality.</p>	<p>Individuals who will routinely set-up and manage RFPs and RFQs. Typically, these are the “go-to” folks.</p> <p>Recommended that Level 2 participants have had previous exposure to PennBid demonstration.</p>

There are many online resource available ranging form guides and templates to customizable forms. Also, live support is available 24/7 if needed. Our goal is to enable PennBid™ users to be successful from their very first bid or solicitation.



