



PennBid's Log Function- Key Historic Elements of Each Solicitation



The Log button is located on the top blue function bar within each solicitation. This feature provides historical information and retains communications from the time the project is live until after bid closing.

Message Summary and **Message Detail** provide information related to outgoing communications from the posting agency, including dates and times of each communication or notification, the title and body of all messages and who received each message. Additionally, if a message could not be delivered, a **Failure Reason** is identified for that recipient.

Message Summary | Message Detail | Document Detail

Message Summary export print Records Per Page ▼

Send Date	Time Zone	Send By	Message Subject	Template Name	Message Comment	# Sent	# Failed
11/01/2018 12:05:41PM	Eastern	Samantha Albert	Town of Bloomsburg & BASD, Columbia County - Town of Bloomsburg Flood Risk Management Expansion, Contract No. 1 - General Construction	Addendum	ADDENDUM NO. 1 HAS BEEN POSTED TO THE PENNBID WEBSITE. SAMANTHA ALBERT, PE BORTON LAWSON	84	1

Message Summary | Message Detail | Document Detail

Filter by Message Batch: --All--
 Filter by Send Method: --All--
 Filter by Delivery Status: --All--

Message Detail export print

1 2

<input type="checkbox"/>	Send Date	Time Zone	Send By	Send To	Company	Contact	Status	Acknowledgement	Failure Reason
<input type="checkbox"/>	11/12/2018 11:37:59AM	Eastern	The PennBid Team - Jenn	cherilaverty@dixonengineering.net	Dixon Engineering Inc.	Cheri Laverty	Sent		
<input type="checkbox"/>	11/12/2018 11:37:59AM	Eastern	The PennBid Team - Jenn	amber.krasley@worthandcompany.com	Worth & Company, Inc.	Amber Krasley	Sent		



Document Detail provides a sortable listing of every document downloaded by every potential bidder, including the date and time. This data is captured without any bidder interface. Among other reasons, this feature could be helpful to verify that bidders conducted an addenda review or downloaded all project documents.

Message Summary	Message Detail	Document Detail	
Document Activity export  print  Records Per Page ▼			
<u>Company ▼</u>	<u>Contact</u>	<u>Filename</u>	<u>Download Date</u>
westmoreland construction group inc	Richard Bacco	Document 00 45 19 Non-Collusion Affidavit.pdf	11/13/2018 9:36:01PM
westmoreland construction group inc	Richard Bacco	Document 00 45 36 EEO Certificate.pdf	11/13/2018 9:36:01PM
westmoreland construction group inc	Richard Bacco	Document 00 45 46 PW Employment Verification Form.pdf	11/13/2018 9:36:01PM
westmoreland construction group inc	Richard Bacco	Document 00 21 13 Instructions to Bidders.pdf	11/13/2018 9:36:01PM
westmoreland construction group inc	Richard Bacco	2018.11.09 Ardmore Wall Plan Set.pdf	11/13/2018 9:36:01PM
westmoreland construction group inc	Richard Bacco	00 00 01 Front Cover - Sealed.pdf	11/13/2018 9:36:01PM

Exporting Information – Information within the Log function can be downloaded as an Excel file by clicking the “Export” Button.



Communications

PennBid sends messages out to potential bidders two specific times during the bidding process. First, when the project goes live, an invitation to bid will be sent to all bidders who selected **Category** codes with products and services that align with the scope of work. This communication includes the project place, project title, link to the project, description, pre-bid meeting information and the posting agency's name. A record of when this communication was distributed is captured in the **Log** function.

If you would like additional details on which bidders received the invitation to bid on your project, follow these steps:

- ❖ Within your project, click on the **Categories** tab on the top blue bar. You can see the **Categories** (products/services) that are selected for the project.
- ❖ On the top green toolbar, click "Vendors." You can scroll to the bottom and do an advanced search by "Category." You can check one or all the categories that apply to the project. PennBid will return a list of all the companies that have these Category codes.
- ❖ You can see a general snapshot of how many companies received the invitation by going into your project and clicking the **Log** tab. You will find the date the invitation went out, the message and the number of companies.

The second communication to go out is the "Reminder of Bids Coming Due." This message is sent to the vendors on the Bidders List two days prior to the bid due date. The message contains the due date and time of the project as well as information on how to submit, modify and/or withdraw a bid. The message details and number of companies can also be found under the **Log** tab.