



## Status Override Feature

Occasionally a posting agency needs to proceed differently than originally anticipated. This may result in **cancelling**, **rejecting**, and / or **rebidding** the solicitation. In PennBid, the solicitation status can be manually adjusted using the "Status Override" drop-down menu, found on the **Setup** screen of your solicitation.

**NOTE:** Changing the project status is only necessary when deviating from the normal progression of bidding and awarding. If the project is pending award or will be awarded, there is no need to change the status.

## Steps to Adjust Solicitation Status

Step 1: View your solicitation.

Step 2: On the bottom of the **Setup** screen, click "Edit."

The screenshot shows the 'Setup' screen for a solicitation. It contains the following information:

- Undeliverable Messages: 0 (for the last 7 days)
- Unanswered Questions: 1
- Unfilled Orders: 0
- Bids Received: 0
- Last Edited By: The PennBid Team - Jenn (10/30/2017 3:45:39 PM Eastern)
- Status Override: Open
- Number: Mount Pocono Municipal Authority
- Title: Sludge Thickener Tank Repair
- Bids Due Date: 5/05/2018
- Bids Due Time: 10:00 AM
- Time Zone: Eastern
- Contact: PennBid: The PennBid Team - Cheryl
- Project Manager: None
- Secondary Project Manager: None
- Document Manager: None
- Type: Fixed Fee Contract
- Description: Insert Ad Here
- Internal Comments: (empty)

At the bottom of the screen, there is a blue 'Edit' button with a red arrow pointing to it from the right.



Step 3: Toward the top of the page, find the “Status Override” option. Click on the drop-down menu.

Step 4: Select the appropriate status for your solicitation.

Home	Solicitations	Vendors	Reports	Admin					
Setup	Events	Categories	Documents	Questions	Orders	Bidders	Bids	Log	Internal Only Documents
<b>Solicitation - Setup</b>									
Solicitation Title: Sludge Thickener Tank Repair									
Number: Mount Pocono Municipal Authority									
Bids Due: 5/05/2018 10:00:00 AM Eastern									
Status: Open									
Visible to Vendors: Currently Hidden   <a href="#">Show</a>									
<a href="#">Link to PennBid <i>User Guide</i>.</a> Should you have any questions, please <a href="#">Contact Us</a>									
<b>Setup</b>									
Last Edited By The PennBid Team - Cheryl (10/17/2017 2:33:32 PM Eastern)									
	Status Override	None							
	Number	None	Municipal Aut	*					
	Title	Cancelled	Sludge Thickener Tank Repa	*					
	Bids Due Date	Future							
	Bids Due Time	Pending Protest							
		Reject							
		Reject & Re-bid							
	Time Zone	Eastern							



**Step 5:** At the bottom of the page, click “Update.”

**Setup**

Last Edited By: The PennBid Team - Jenn (10/30/2017 3:45:39 PM Eastern)

Status Override: **Reject & Re-bid** ▼

Number: **Mount Pocono Municipal Aut** \*

Title: **Sludge Thickener Tank Repa** \*

Bids Due Date: **5/05/2018** \* [Date](#)

Bids Due Time: **10:00 AM** \* (hh:mm AM/PM)

Time Zone: **Eastern** ▼

Contact: **PennBid: The PennBid Team - Cheryl** ▼ \*

Project Manager: **None** ▼

Secondary Project Manager: **None** ▼

Document Manager: **None** ▼

Type: **Fixed Fee Contract** ▼

Expected Contract Value:

PennBid Only - Field 1

PennBid Only - Field 2

Design Firm:

Description:

Internal Comments:

**Update** **Cancel**

**Step 6:** [Notify the Bidders](#) of the new solicitation status via the **Bidders** page (top blue bar).



**NOTE:** It is strongly advised that you consult with legal counsel to verify the most appropriate action is being taken when changing the status of a solicitation and to verify that the Bidders are notified appropriately.