




## Answering Questions

When Bidders ask a question, a couple of things happen:

1. The Program records the question within your solicitation
2. The question is emailed to the posting Agency/User and any contacts listed as “Project Managers” (Setup Screen)

When you click the **Questions** tab from the Feature Bar, scrolling down will reveal all questions. From the posting Users’ perspective, you can also see who asked the question(s).

 **Important Note** – From the Bidders’ perspective, the company who asks a question is **NOT** displayed publically.

<u>Bidder</u>	<u>Question Date</u>	<u>Question</u>	<u>All View</u>	<u>Email Answer</u>	<u>Answer</u>
<a href="#">Edit</a> <a href="#">Delete</a> Robert P. Lepley Electrical Contractor	01/29/2013 11:24 AM	P-2 Influent PS and P-22 Sludge PS both show junction boxes mounted above grade with the following note, "see electrical drawings for junction box details". There are no junction box details on the electrical drawings.			None

To respond to a question, click **Edit**.



Answer the question within the box provided (cut and paste works well) and make selections for “**All View**” and “**Email Answer**” (see note below)

- **All View** – Checking the square box under “All View” will publically display the Question and Answer for all Bidders. We recommend that this box is always checked for public solicitations.
- **Email Answer** – The Program will also email the question and answer to just the company who asked the question(s) (recommended) or to your entire Bidders List (not recommended).

The screenshot shows a web form interface. On the left, there is a list of items with a scroll bar, including 'P-22', 'junction', 'grade', and 'al'. To the right of this list is a small square checkbox. A red arrow points from the text 'All View' below to this checkbox. Further right is a dropdown menu with three radio button options: 'None' (selected), 'Company', and 'All Bidders'. A red arrow points from the text 'Email Answer' below to the 'All Bidders' option. To the right of the dropdown menu is a large text input area with the text 'Place Answer Here' in red.

Click **Update** on the left side of screen.