

Answering Questions

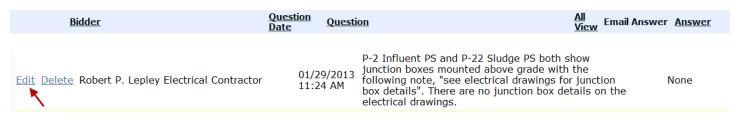
When Bidders ask a question, a couple of things happen:

- 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.



To respond to a question, click Edit.

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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).



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

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