

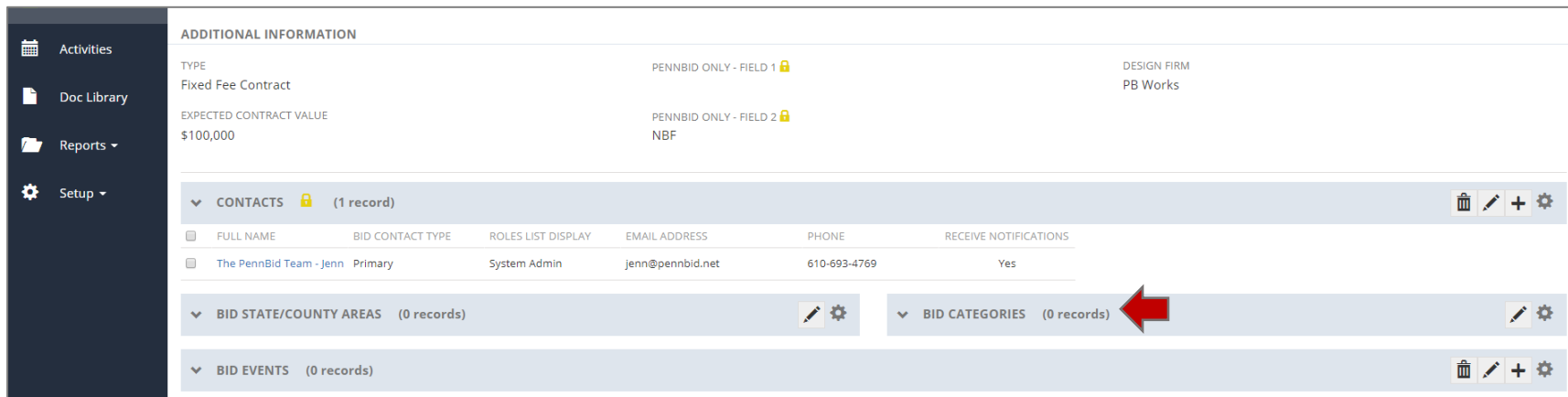
CATEGORIES/SERVICE CODES & COUNTY AREAS

NIGP (National Institute of Government Purchasing) Categories –The codes used for identifying commodities and services in procurement.

Selecting Categories and Service Codes

When setting up a solicitation, you can select the NIGP Categories applicable to the project. These include any services or commodities related to the project’s scope of work.

On the Setup screen within the solicitation, scroll down and find the “Bid Categories” box. On the right, click the “edit pencil” button.



The screenshot shows the 'Setup' screen in the PennBid system. On the left is a navigation menu with 'Activities', 'Doc Library', 'Reports', and 'Setup'. The main content area is titled 'ADDITIONAL INFORMATION' and contains several sections:

- TYPE:** Fixed Fee Contract
- EXPECTED CONTRACT VALUE:** \$100,000
- CONTACTS (1 record):** A table with one entry:

FULL NAME	BID CONTACT TYPE	ROLES LIST DISPLAY	EMAIL ADDRESS	PHONE	RECEIVE NOTIFICATIONS
The PennBid Team - Jenn	Primary	System Admin	jenn@pennbid.net	610-693-4769	Yes
- BID STATE/COUNTY AREAS (0 records)**
- BID CATEGORIES (0 records)**: This section is highlighted with a red arrow pointing to the edit pencil icon on the right.
- BID EVENTS (0 records)**



A list of NIGP codes will populate, as well as a search box. You can click “>” to expand a category, search by the code number or keyword and click “v” to collapse a category. You can scroll and select the appropriate commodities and services by checking the box to the left of the code. You can check as many codes as are applicable. Do NOT check the “0 NIGP Classifications” box. This selects ALL category codes on the project.

The screenshot shows the PennBid web application interface. On the left is a dark sidebar with navigation options: Home, Dashboard, Companies, Bids, Activities, Doc Library, Reports, and Setup. The main content area has a light blue header with a search bar and a magnifying glass icon. Below the header are four sections: CONTACTS (1 record), BID STATE/COUNTY AREAS (0 records), BID CATEGORIES (0 records), and BID EVENTS (0 records). The BID CATEGORIES section is expanded, showing a list of NIGP codes with checkboxes. A red arrow points to the checkbox for "0 NIGP Classifications" with the text "Do NOT check this box". A blue information box above the list says "Click '>' to expand a category, or 'v' to collapse a category." The list of NIGP codes includes: 005 ABRASIVES, 006 Test, 007 PENNBID TEST CATEGORY, 010 ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES, 015 ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC., 019 AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES, 020 AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS), and 022 AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS.



Once you've searched and selected the appropriate categories, click the "check" box to save.

The screenshot shows the PennBid web application interface. On the left is a dark sidebar with navigation options: Dashboard, Companies, Bids, Activities, Doc Library, Reports, and Setup. The main content area is divided into two sections. The top section, 'BID STATE/COUNTY AREAS', shows 0 records. The bottom section, 'BID CATEGORIES', also shows 0 records and includes a search bar with 'construction' entered. Below the search bar is a list of NIGP Classifications. The '913 CONSTRUCTION SERVICES, HEAVY' category is selected with a blue checkmark. A red arrow points to this checkmark. Another red arrow points to a blue checkmark in the 'Clear' button area of the 'BID CATEGORIES' header. A light blue information box above the list contains the text: 'Click '>' to expand a category, or '<' to collapse a category.'

The category codes can be edited at any time. If you leave this field blank, PennBid will fill in the applicable category codes on each project. The bid categories are used to send out notifications to the bidders who indicate their products and services when registering.



Bid Categories and Geographical Area

When registering, bidders/vendors can choose to indicate the geographical area, by county, for which they wish to receive notifications. This will help filter the projects they receive so that they're only getting notices about bids that contain products and/or services they offer in the county they do work.

To select the county/counties the project is located, click on the "edit pencil" on the "Bid State/County Areas" box. This is located to the left of the "Bid Categories" box.

The screenshot shows a navigation menu on the left with 'Home', 'Dashboard', 'Companies', and 'Bids'. The main content area has two panels. The left panel is titled 'BID STATE/COUNTY AREAS (0 records)' and has an 'Edit' icon (pencil) next to it, which is highlighted by a red arrow. The right panel is titled 'BID CATEGORIES (2 records)' and contains a table with the following data:

CODE	TITLE	FULL NAME
912	CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR SERVICES)	0 NIGP Classifications > 912 CONSTRUCTIC MAINTENANCE AND REPAIR SERVICES)

You can click ">" to expand a category, search by the county and click "v" to collapse a category. You can scroll and select the appropriate counties by checking the box to the left of each applicable county. Do NOT check the "Pennsylvania" box. This selects ALL counties across Pennsylvania.

The screenshot shows the same navigation menu. The 'BID STATE/COUNTY AREAS' panel now has a search bar and a list of counties with checkboxes. A red arrow points to the 'Pennsylvania' checkbox with the text 'Do NOT check this box'. The 'BID CATEGORIES' panel now shows two records:

CODE	TITLE	FULL NAME
912	CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR SERVICES)	0 NIGP Classifications > 912 CONSTRUCTIC MAINTENANCE AND REPAIR SERVICES)
913	CONSTRUCTION SERVICES, HEAVY (INCL. MAINTENANCE AND REPAIR SERVICES)	0 NIGP Classifications > 913 CONSTRUCTIC MAINTENANCE AND REPAIR SERVICES)



Once you finish selecting the county/counties, click the “check box” to save.

BID STATE/COUNTY AREAS (0 records) Clear

Click '>' to expand a service area, or '<' to collapse a service area.

Search...

- Columbia County
- Crawford County
- Cumberland County
- Dauphin County
- Delaware County
- Elk County
- Erie County
- Fayette County
- Forest County
- Franklin County
- Fulton County
- Greene County

BID STATE/COUNTY AREAS (1 record)

CODE	FULL NAME
3230	3000 Pennsylvania > 3230 Delaware County