

# ESTABLISHING QUESTIONS & PRICING

## THE ELEMENTS OF THE BID FORM

*Bid Form – The form used to request answers, unit prices, documents or other materials for goods or services.*

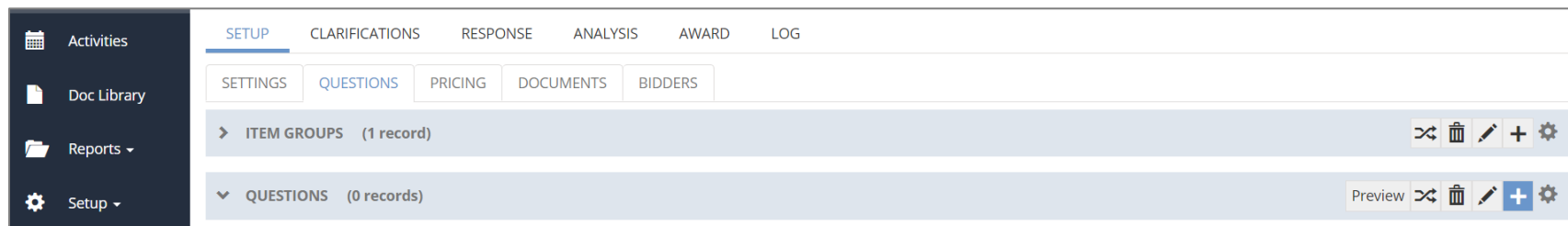
*Note: This guide demonstrates how to establish a very basic online bid form. For more complicated or involved bid forms, including those with alternates and allowances, please see additional Bid Form training aides or contact PennBid.*

Most projects include **Questions (RFIs)** and **Pricing** to which the bidders must provide a response. Within a project, these two sections are located on the bottom set of tabs and are to the right of the Settings tab. They are below the Setup tab.



### Setting Up Questions

To add Questions, click the + icon on the right toolbar. Fill out the required fields (\*) and click the “check” box to save.



[SETUP](#) [CLARIFICATIONS](#) [RESPONSE](#) [ANALYSIS](#) [AWARD](#) [LOG](#)

[SETTINGS](#) [QUESTIONS](#) [PRICING](#) [DOCUMENTS](#) [BIDDERS](#)

> ITEM GROUPS (1 record) 🔍 🗑️ ✎️ + ⚙️

▼ QUESTIONS (0 records) Preview 🔍 ✕ Save And Copy ✓ ⚙️

ITEM GROUP ⓘ \*  
 Default Item Group

QUESTION ⓘ \*  
 Have you reviewed all posted addenda?

RESPONSE REQUIRED ⓘ

REFERENCE NUMBER ⓘ \*  
 1

RESPONSE TYPE ⓘ \*  
 Text Box

Note: Click the "Response Required" box if the question is mandatory. If this box is not checked, bidders may opt out of answering. You may change your preference on each question.

To see a preview of how your Question(s) appear to the Bidders, click the "Preview" button.

▼ QUESTIONS (1 record) Preview 🔍 ✕ 🗑️ ✎️ + ⚙️

REFERENCE NUMBER	QUESTION	RESPONSE REQUIRED	RESPONSE TYPE
1	Have you reviewed all posted addenda?	Yes	Text Box

QUESTION RESPONSE PREVIEW (1 record)

REFERENCE NUMBER	QUESTION	RESPONSE
1	Have you reviewed all posted addenda?	Enter Text *



## Setting Up a Pricing Form

To add Pricing, click the + icon on the right toolbar. Fill out the required fields (\*) and click the “check” box to save.

**Activities**

SETUP CLARIFICATIONS RESPONSE ANALYSIS AWARD LOG

SETTINGS QUESTIONS **PRICING** DOCUMENTS BIDDERS

**NOTE: CUSTOM PRICING FORM FIELDS**

Please reach out to info@pennbid.net for instructions *before* using these fields.

> ITEM GROUPS (1 record) [Refresh] [Delete] [Edit] [Add] [Settings]

▼ CUSTOM PRICING FORM FIELDS (0 records) [Add] [Settings]

▼ PRICING LINE ITEMS ⓘ (0 records) [Preview] [Refresh] [Delete] [Edit] [Add] [Settings]

**Companies**

**NOTE: CUSTOM PRICING FORM FIELDS**

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> ITEM GROUPS (1 record) [Refresh] [Delete] [Edit] [Add] [Settings]

▼ CUSTOM PRICING FORM FIELDS (0 records) [Add] [Settings]

▼ PRICING LINE ITEMS ⓘ (0 records) [Preview] [Refresh] [X] [Save And Copy] [Check] [Settings]

ITEM GROUP ⓘ \*  
Default Item Group

CATEGORY ⓘ  
Please choose one

REFERENCE NUMBER ⓘ \*  
1

DESCRIPTION \*  
Price for all work described in Bidding Documents, Complete in Place

TYPE ⓘ \*  
Base

UNIT OF MEASURE ⓘ \*  
Lump Sum

QUANTITY ⓘ \*  
1.00

UNIT PRICE ESTIMATE ⓘ  
\$

ALLOWANCE ITEM ⓘ

ALLOW NO BID ⓘ

ALLOW ALT ITEM ⓘ






ALLOW COMMENT ⓘ

INTERNAL ONLY



To see a preview of how your Pricing appears to the Bidders, click the “Preview” button.

PRICING LINE ITEMS (2 records)

[Preview](#)     

REFERENCE NUMBER	TYPE	DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE ESTIMATE	ALLOW NO BID	ALLOW ALT ITEM	ALLOW COMMENT
<b>Default Item Group</b>								
1	Base	Price for all work described in Bidding Documents, Complete in Place	Lump Sum	1.00		No	No	No
2	Base	Allowance for Inspection	Lump Sum	1.00	\$1,500.00	No	No	No

PRICING RESPONSE PREVIEW (2 records)

REFERENCE NUMB...	TYPE	DESCRIPTION	UNIT OF MEASURE	QUANTI...	UNIT PRICE
<b>Default Item Group</b>					
1	Base	Price for all work described in Bidding Documents, Complete in Place	Lump Sum	1.00	\$ <input type="text"/> *
2	Base	Allowance for Inspection	Lump Sum	1.00	\$1,500.00