

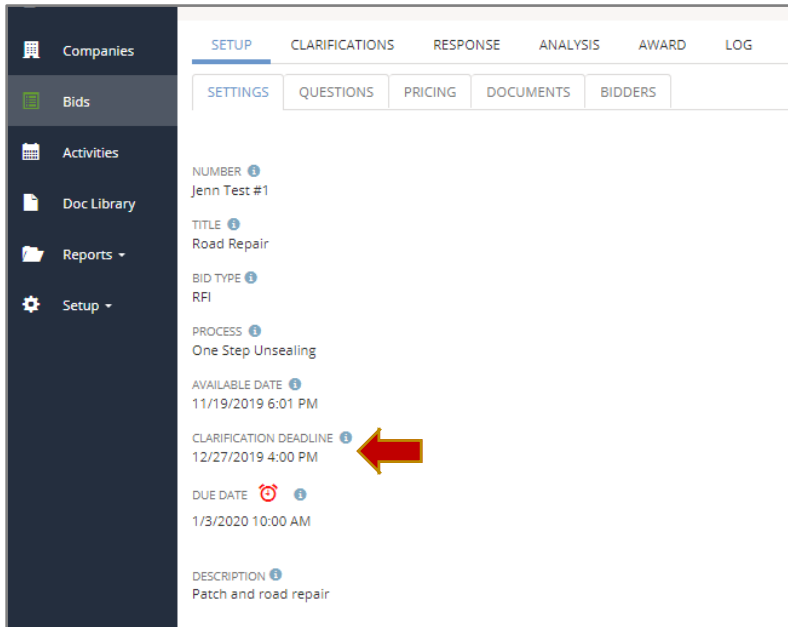
ANSWERING CLARIFICATIONS

Clarifications – The tab that allows bidders to ask questions and posting agencies to publish responses.

Viewing, Adding and Editing Clarifications as a User

When a solicitation is established, the Setup screen contains a field for the Clarification Deadline. This is the date and time cutoff for bidders to ask questions. This field may be edited after the bid goes live.

From the Users' perspective, the Clarifications tab is located to the right of the Setup tab within a bid. This page will remain blank until a bidder asks a question, or the posting agency adds a question themselves.



Companies | SETUP | CLARIFICATIONS | RESPONSE | ANALYSIS | AWARD | LOG

SETTINGS | QUESTIONS | PRICING | DOCUMENTS | BIDDERS

NUMBER 1
Jenn Test #1

TITLE 1
Road Repair

BID TYPE 1
RFI

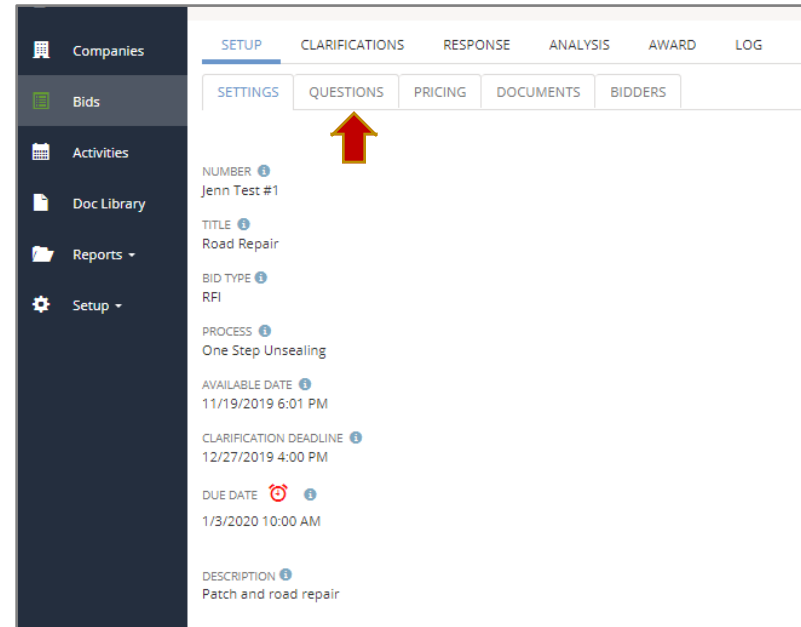
PROCESS 1
One Step Unsealing

AVAILABLE DATE 1
11/19/2019 6:01 PM

CLARIFICATION DEADLINE 1
12/27/2019 4:00 PM

DUE DATE 1
1/3/2020 10:00 AM

DESCRIPTION 1
Patch and road repair



Companies | SETUP | CLARIFICATIONS | RESPONSE | ANALYSIS | AWARD | LOG

SETTINGS | QUESTIONS | PRICING | DOCUMENTS | BIDDERS

NUMBER 1
Jenn Test #1

TITLE 1
Road Repair

BID TYPE 1
RFI

PROCESS 1
One Step Unsealing

AVAILABLE DATE 1
11/19/2019 6:01 PM

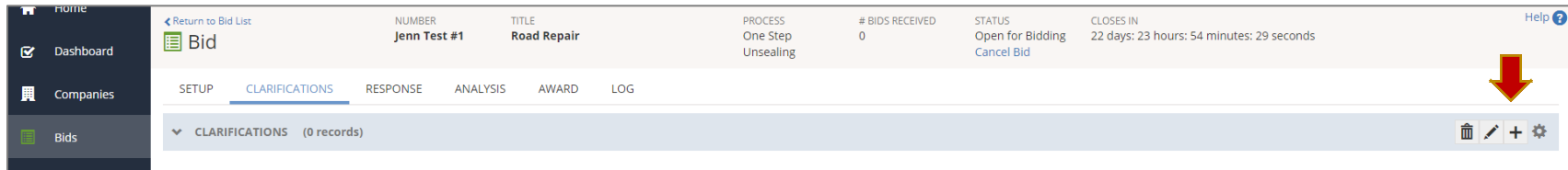
CLARIFICATION DEADLINE 1
12/27/2019 4:00 PM

DUE DATE 1
1/3/2020 10:00 AM

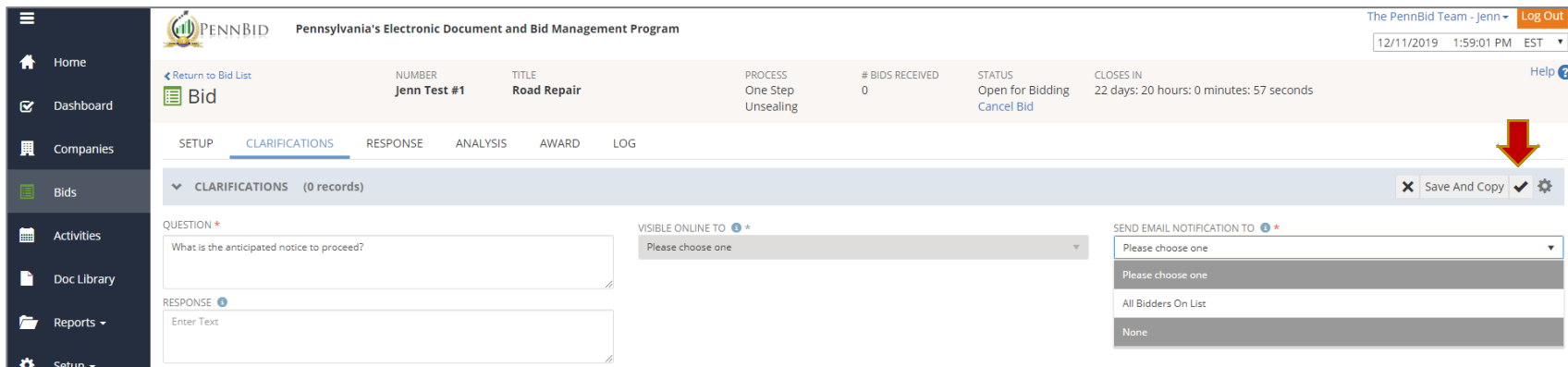
DESCRIPTION 1
Patch and road repair



In order to post a question, click on the Clarifications tab. On the blue tool bar, click the + icon on the right.



Enter the question in the “Question” box. You can enter the response at this time, or this field can be left blank. You may choose who can view the question with a dropdown selection. Finally, you must select whether an email notification should be sent to all the bidders or if an email notification should not be sent. **We highly recommend that email notices are not sent to all bidders.** Once you make your selection, click the “check” box.



Note: If you plan to add another question, you can select the “Save and Copy” button instead of the “check” box. This will add your current question and duplicate the question in a new box where you can edit and insert the next question.

Once your question has been added, you can edit or delete at any time.



Responding to Clarifications as a User

If you hover the mouse over any question (whether posted by a bidder or the posting agency), the line will highlight in yellow and the “edit pencil” and “trash can” icons will appear.

The screenshot shows the PennBid interface for a bid titled "Road Repair". The "CLARIFICATIONS" tab is active, showing a table with one record. The record is highlighted in yellow, and a red arrow points to the "trash can" icon in the row's action column.

QUESTION	RESPONSE	FULL NAME	CONTACT CO...	DATE ASKED	RESPONSE DATE	VISIBLE ONLINE TO	SEND EMAIL NOTIFICA...
What is the anticipated notice to proceed?				12/11/2019 2:05 PM		All Bidders	None

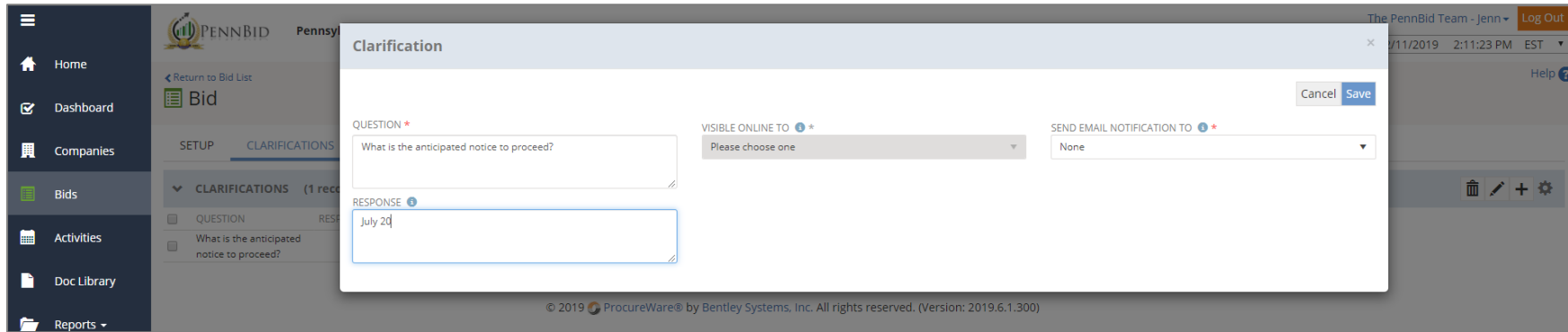
If you click the “trash can” icon, the system will ask if you’re sure you want to permanently delete. You can select “Cancel” or “Confirm.”

The screenshot shows the same clarification record as in the previous image, but now a confirmation dialog box is open. The dialog box asks "What is the anticipated notice to proceed?" and "Are you sure you want to delete this record? This action cannot be undone." with "Cancel" and "Confirm" buttons. A red arrow points to the "Confirm" button, and another red arrow points to the "trash can" icon in the table below.

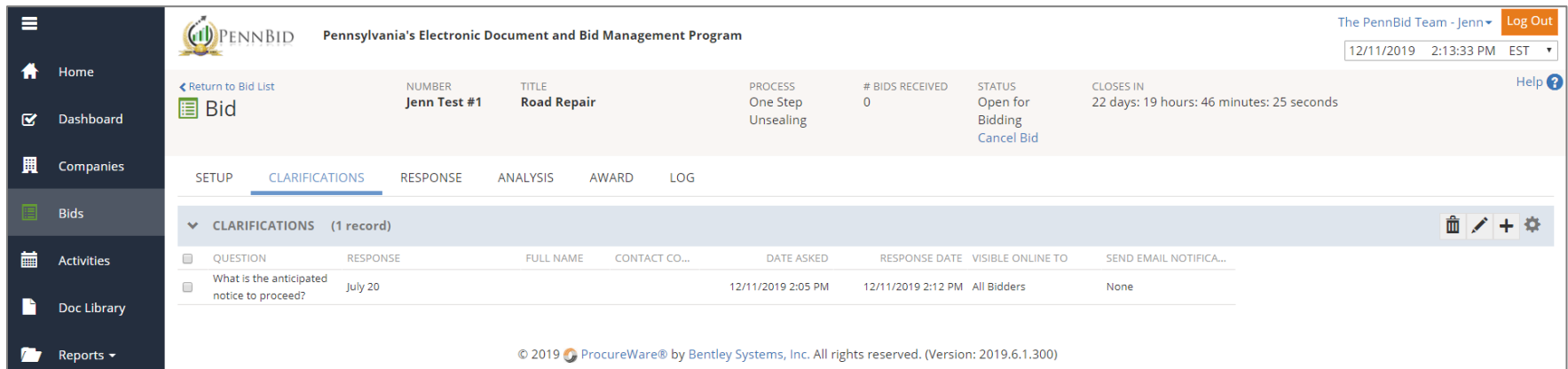
Note: You can also delete one or more questions by checking the square box to left of each question you want to delete and clicking the “trash can” icon on the right-hand side of the blue toolbar.



If you click the “edit pencil” icon, you can edit the question you already posted. You can also add and/or edit the response. Be sure to click “Save” to maintain the updated information.



Once you’ve clicked “Save,” you’ll see the response listed and both when the question was asked and when the response was submitted will be date and time stamped.



Note: The posting agency will see who asked questions; however, from the bidders’ perspective, the company who asked the question is not displayed.