

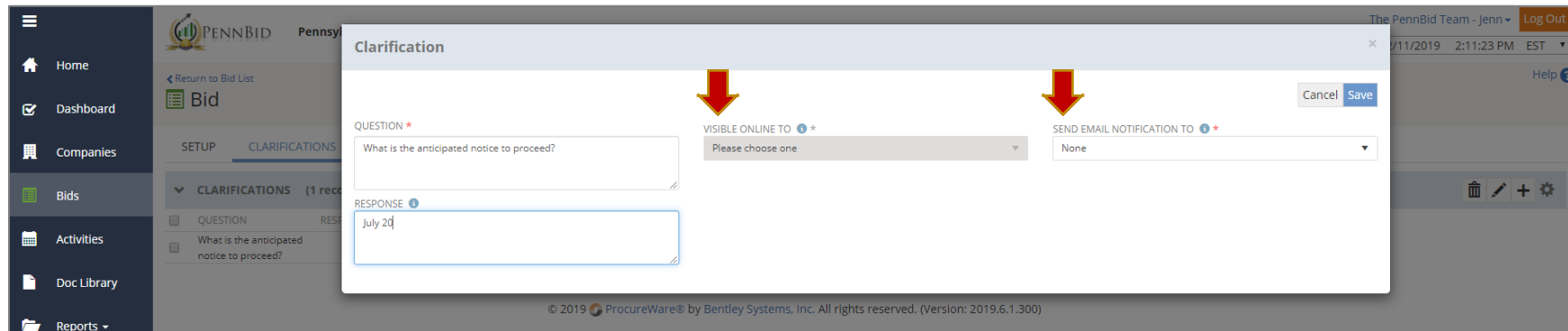
# ANSWERING CLARIFICATIONS

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

## Responding to Clarifications as a User

Once you open your project, click on the **Clarifications** tab. 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.

If you click the “edit pencil” icon, you can add and/or edit a response. You may choose who can view the question with a dropdown selection. **We highly recommend that you make the responses visible to all bidders.** Finally, you must select whether an email notification should or should not be sent. **We highly recommend that email notices are not sent to all bidders but should be sent to the “Bidder Asking Question.”** Once you make your selection, click the “Save” button.



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.



**PENNBID** Pennsylvania's Electronic Document and Bid Management Program

The PennBid Team - Jenn [Log Out](#)

12/11/2019 2:13:33 PM EST

[Return to Bid List](#)

NUMBER	TITLE	PROCESS	# BIDS RECEIVED	STATUS	CLOSES IN
Jenn Test #1	Road Repair	One Step Unsealing	0	Open for Bidding <a href="#">Cancel Bid</a>	22 days: 19 hours: 46 minutes: 25 seconds

Help ?

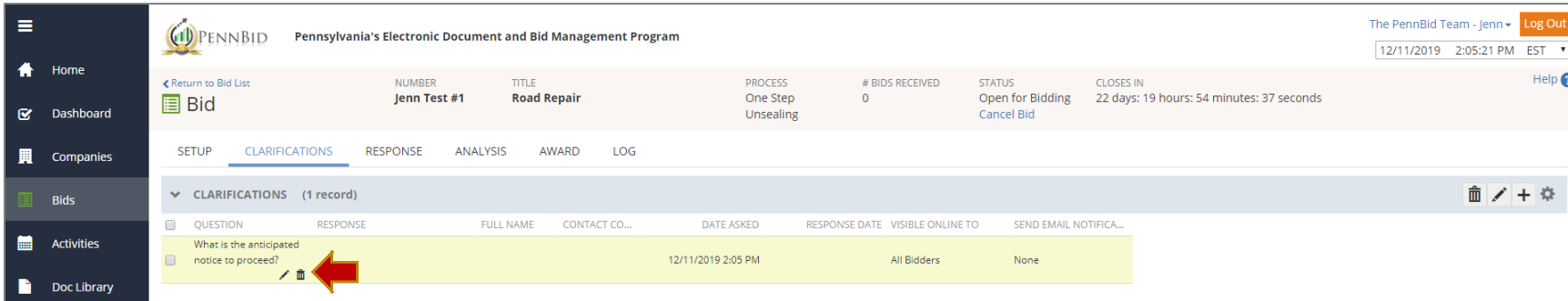
SETUP **CLARIFICATIONS** RESPONSE ANALYSIS AWARD LOG

CLARIFICATIONS (1 record)

QUESTION	RESPONSE	FULL NAME	CONTACT CO...	DATE ASKED	RESPONSE DATE	VISIBLE ONLINE TO	SEND EMAIL NOTIFICA...
What is the anticipated notice to proceed?	July 20			12/11/2019 2:05 PM	12/11/2019 2:12 PM	All Bidders	None

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



The screenshot shows the PennBid system interface. The top navigation bar includes the PennBid logo, the program name "Pennsylvania's Electronic Document and Bid Management Program", the user name "The PennBid Team - Jenn", and a "Log Out" button. The current date and time are "12/11/2019 2:05:21 PM EST".

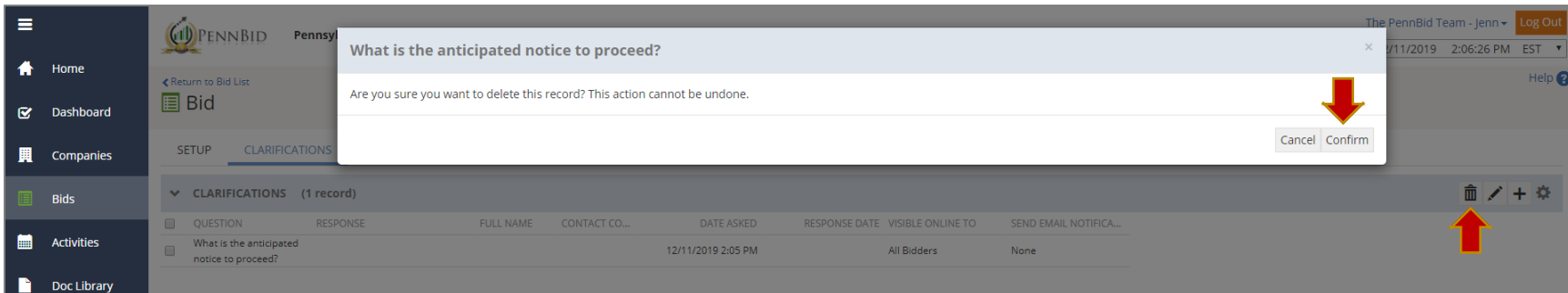
The main content area displays a bid for "Road Repair" (Jenn Test #1) with the process "One Step Unsealing". The status is "Open for Bidding" and it closes in "22 days: 19 hours: 54 minutes: 37 seconds". Below this, there are tabs for "SETUP", "CLARIFICATIONS", "RESPONSE", "ANALYSIS", "AWARD", and "LOG".

The "CLARIFICATIONS" tab is active, showing one record. The record is highlighted in yellow and contains the following information:

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

A red arrow points to the trash can icon in the blue toolbar on the right side of the clarification record.

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.”



This screenshot shows the same interface as the previous one, but with a confirmation dialog box open. The dialog box has the title "What is the anticipated notice to proceed?" and the text "Are you sure you want to delete this record? This action cannot be undone." Below the text are two buttons: "Cancel" and "Confirm". A red arrow points to the "Confirm" button.

In the background, the clarification record is dimmed, and a red arrow points to the trash can icon in the toolbar, indicating the action that triggered the dialog.

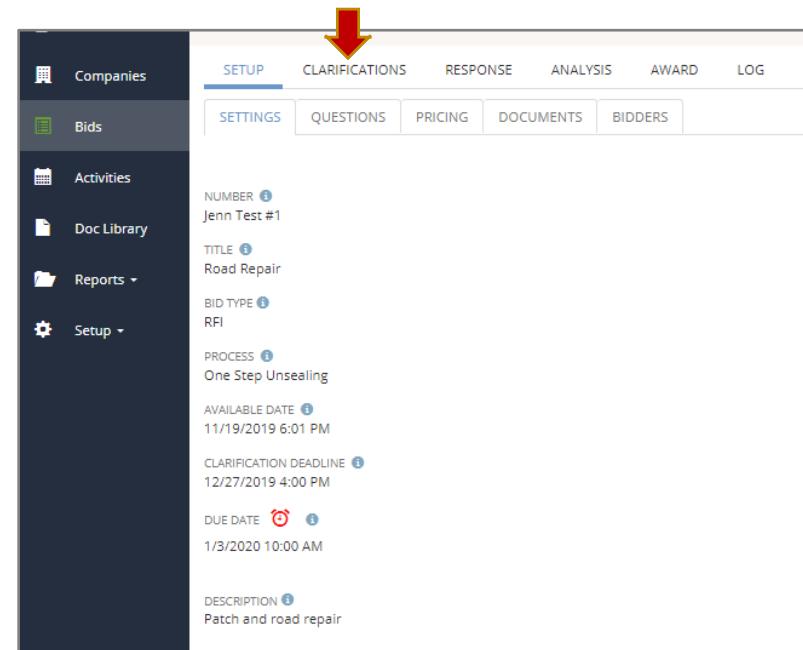
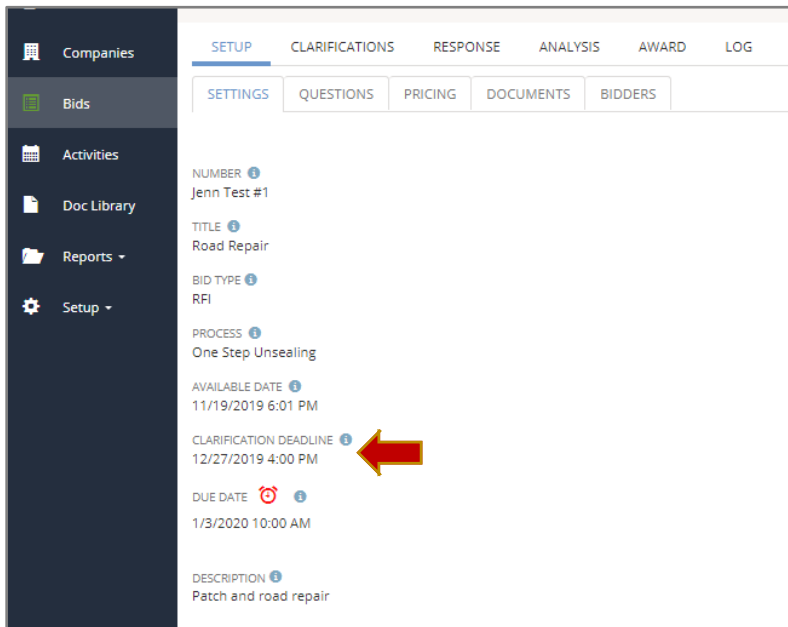
*Note:* You can also delete one or more questions by checking the square box to left of each question you want to delete and clicking the “trash can” icon on the right-hand side of the blue toolbar.



## 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.



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



The screenshot shows the PennBid web application interface. On the left is a dark sidebar with navigation options: Home, Dashboard, Companies, and Bids. The main content area has a top navigation bar with 'Return to Bid List' and 'Bid' buttons. Below this is a header for the current bid: 'Jenn Test #1' with title 'Road Repair'. The process is 'One Step Unsealing', with 0 bids received. The status is 'Open for Bidding' with a 'Cancel Bid' link. The closing time is '22 days: 23 hours: 54 minutes: 29 seconds'. Below the header are tabs for 'SETUP', 'CLARIFICATIONS', 'RESPONSE', 'ANALYSIS', 'AWARD', and 'LOG'. The 'CLARIFICATIONS' tab is active, showing '(0 records)'. At the bottom right of this section are icons for delete, edit, add, and settings. A red arrow points to the settings icon.

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.

This screenshot shows the 'CLARIFICATIONS' form in the PennBid application. The top navigation and bid information are the same as in the previous screenshot. The 'CLARIFICATIONS' tab is active, showing '(0 records)'. At the bottom right, there is a 'Save And Copy' button with a checked checkbox and a settings icon. A red arrow points to the settings icon. Below this are three main form sections: 'QUESTION \*' with a text input field containing 'What is the anticipated notice to proceed?'; 'VISIBLE ONLINE TO \*' with a dropdown menu showing 'Please choose one'; and 'SEND EMAIL NOTIFICATION TO \*' with a dropdown menu showing 'Please choose one', 'All Bidders On List', and 'None'.

*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.