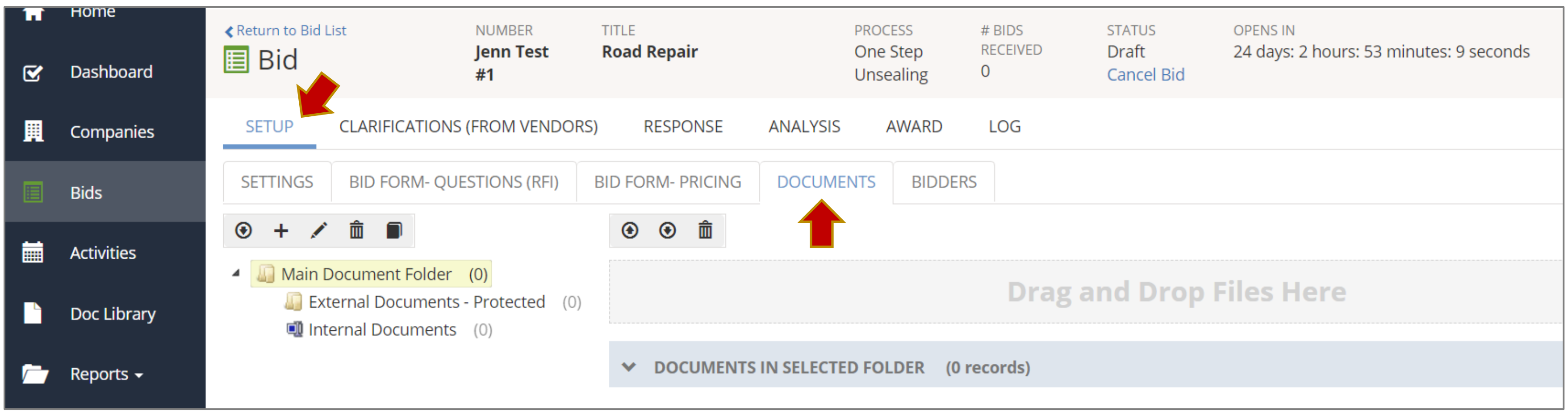
ISSUING ADDENDA

Addenda – A written change, addition, alteration, correction or revision to a bid, proposal or contract document.

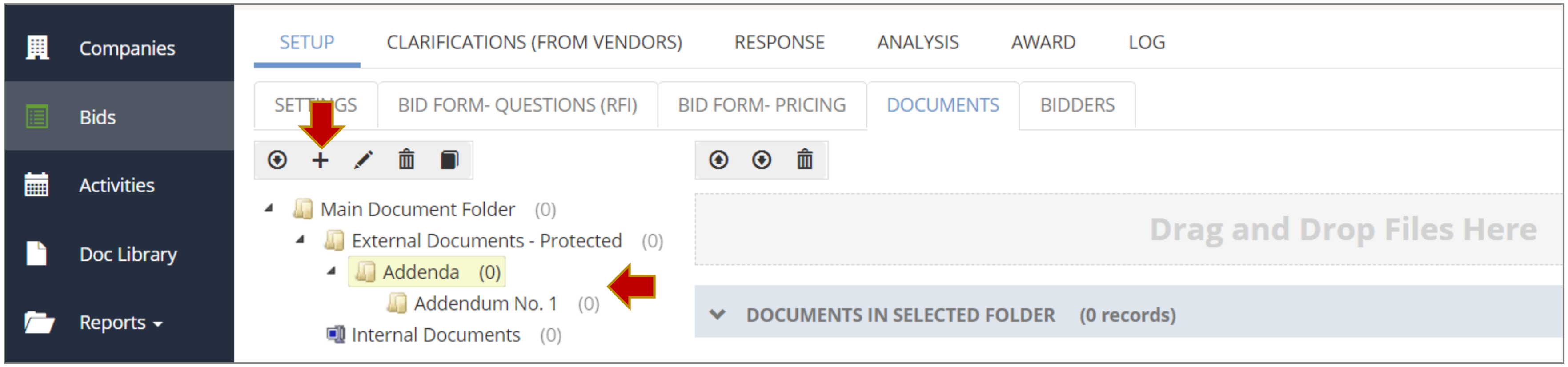
At times, changes in the scope of work to the initial solicitation may require issuance of addenda. There are two or three steps when issuing addenda on PennBid.

Uploading Addenda Documents

To begin, find and open your solicitation, stay on the **Setup** tab and click the **Documents** tab on the lower toolbar.

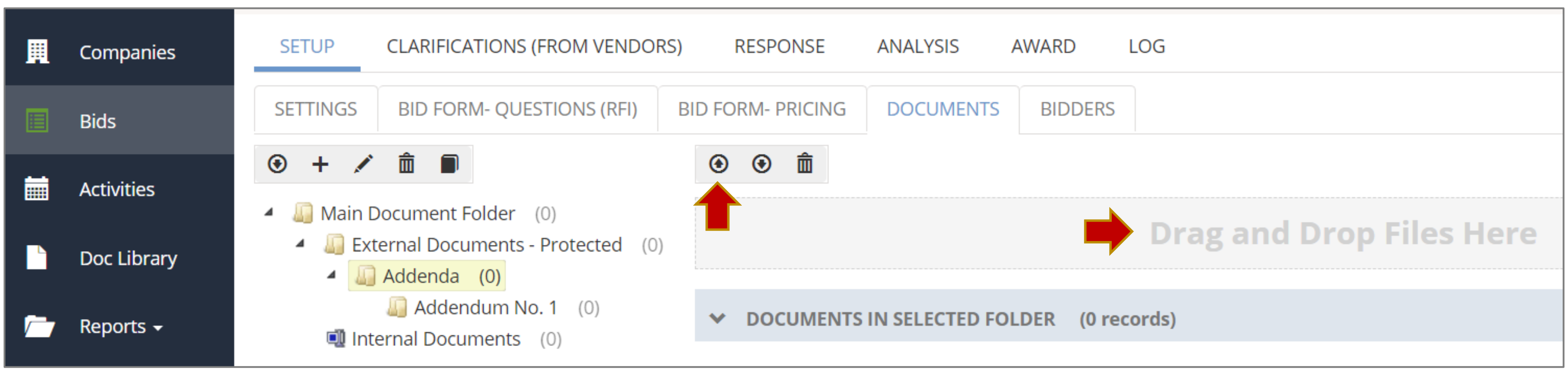


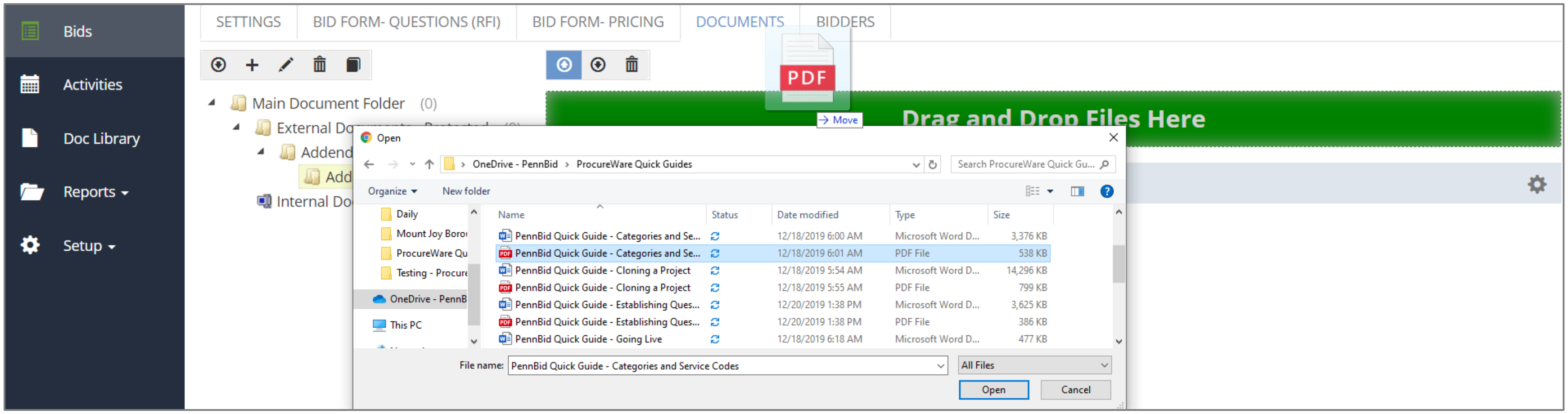
Note: You can add folders/sub-folders at any time. If you don't have a folder called "Addenda," you can create one by selecting the main folder you want to add the sub-folder, click the + icon and add/name the new folder.



Note: We recommend you create a separate folder for each issued addendum to allow Bidders the ability to differentiate between each addendum/document.

To upload your document(s) related to the addendum (plans/specs, answered questions, new documents, etc.) either click the “Upload Files” icon or “Drag & Drop” your files into the drop box.



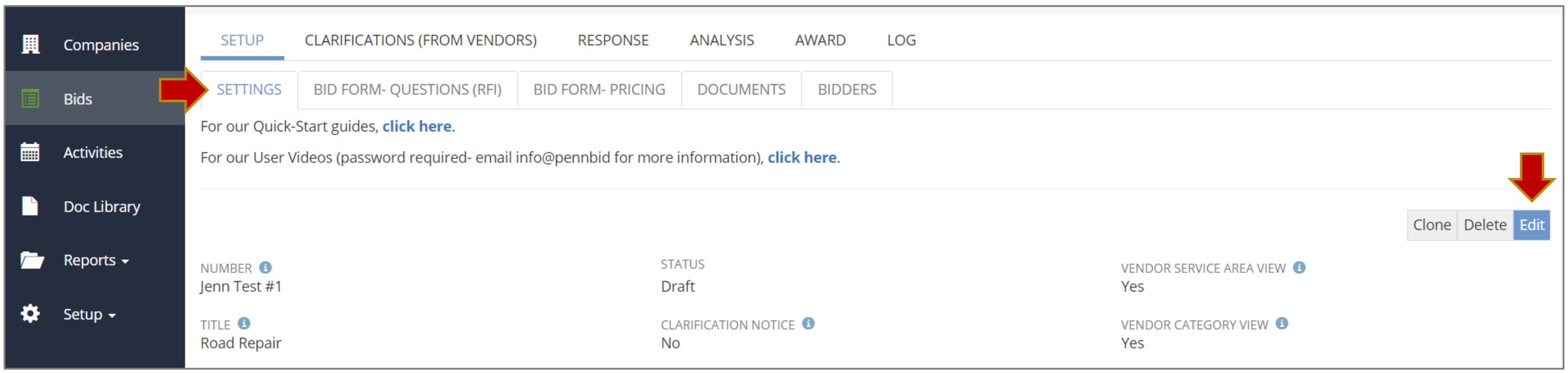


Note: If using the “Drag and Drop” function, the bar needs to turn (and remain) green when dropping your document(s).

Modifying the Solicitation

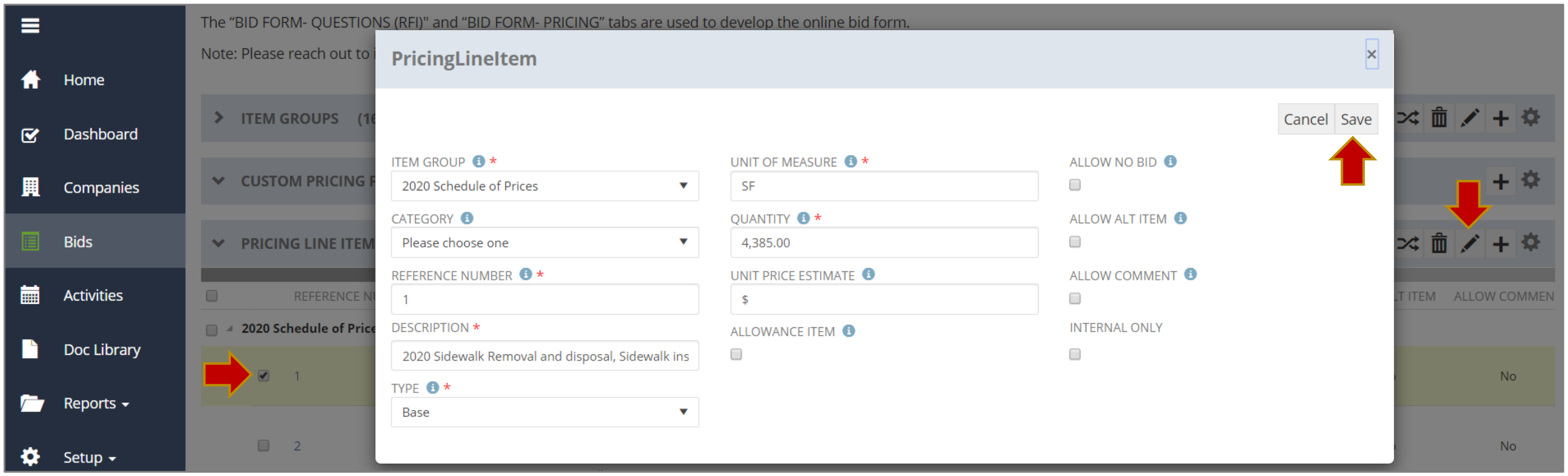
Once the addenda documents are uploaded, adjust the solicitation as needed.

The **Setup** tab contains the sub-tab “Settings” for adjusting the Due Date, Due Time and/or the Clarification Deadline and the sub-tabs “Bid Form- Questions (RFIs) and “Bid Form- Pricing” for adding/deleting/modifying the bid form or RFIs.

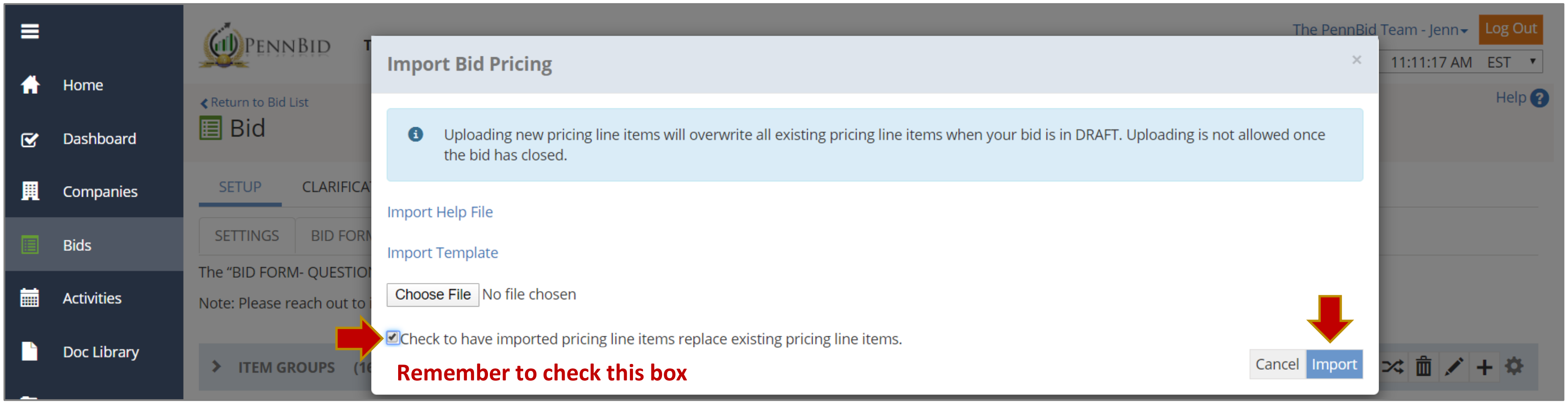


Note: You are unable to pull the bid due date/time in once the project is live.

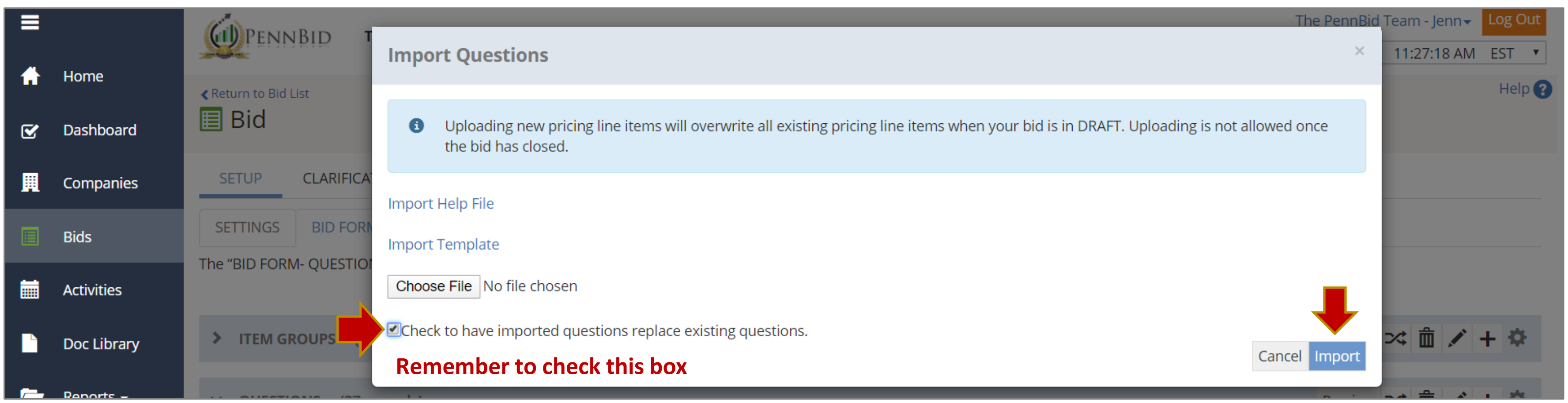
When editing the Pricing Form, select the line item you wish to modify and click the “pencil” icon on the right. A box will pop up and you can make changes on screen. Click “Save” and the bid form will update.



If using an updated bid template, click the “Gear” icon, “Choose File” and “Import.” It’s very important to remember to check the “Check to have imported pricing line items replace existing line items” box. If you don’t, the updated pricing form will add to the existing pricing form. This will result in double line items.

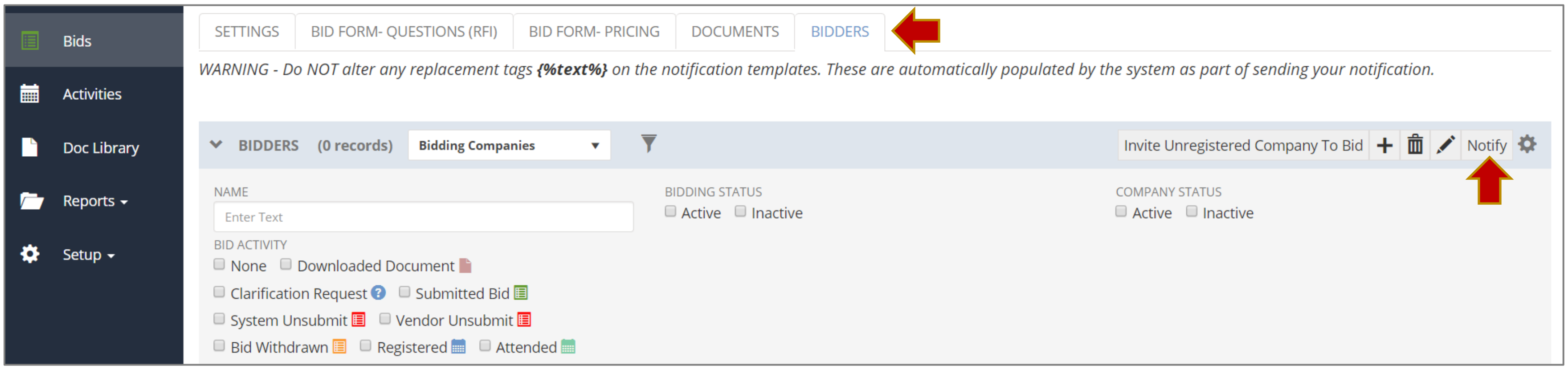


To edit the RFIs, use the same process as editing the Bid Form. Remember to check the replacement box.

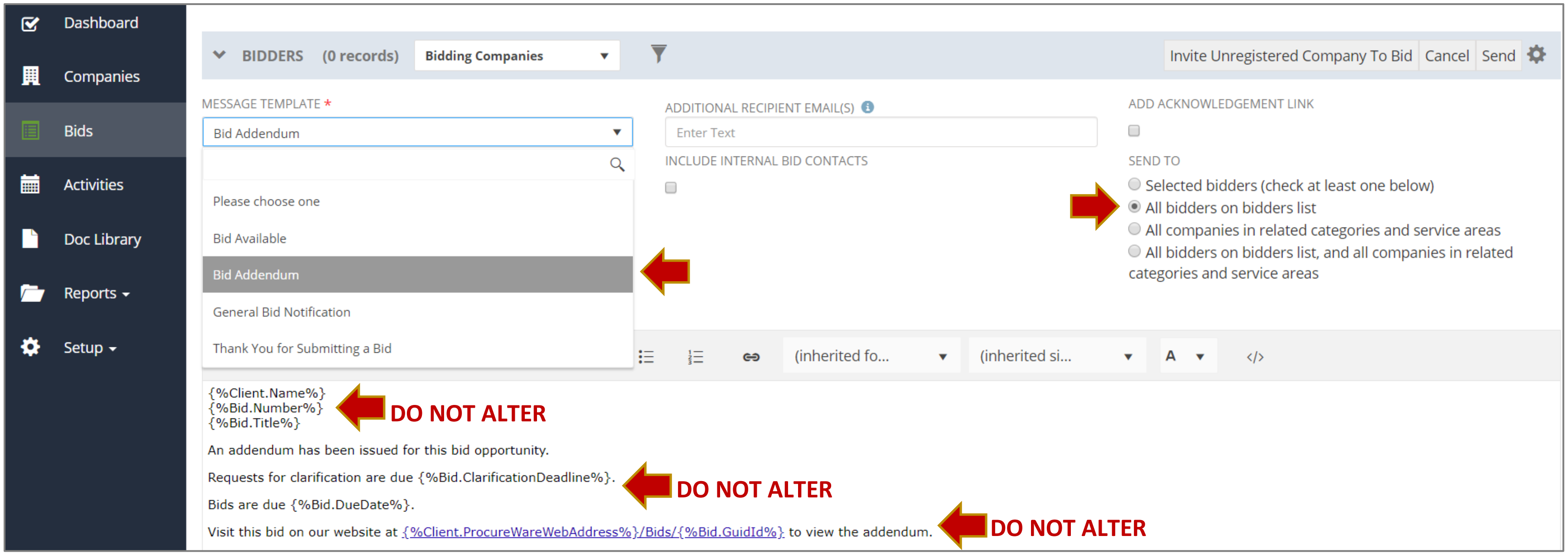


Notifying Bidders

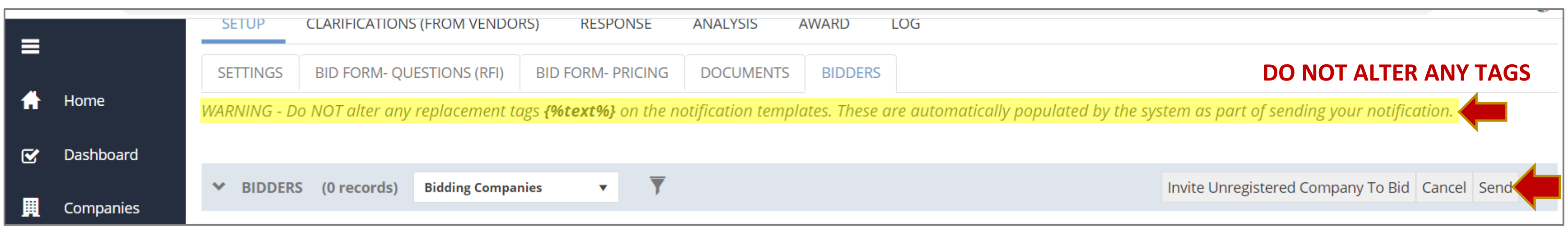
Once all addendum documents have been added and the bid form and RFIs have been updated, the next step is notifying the Bidders. To notify the Bidders, click the **Bidders** tab on the lower toolbar (one tab to the right of **Documents**). Click the "Notify" button.



Once you click "Notify," a new section will populate on screen. Click the "Message Template" dropdown and select "Bid Addendum." Under the "Send To" section, select "All Bidders on the bidders list."

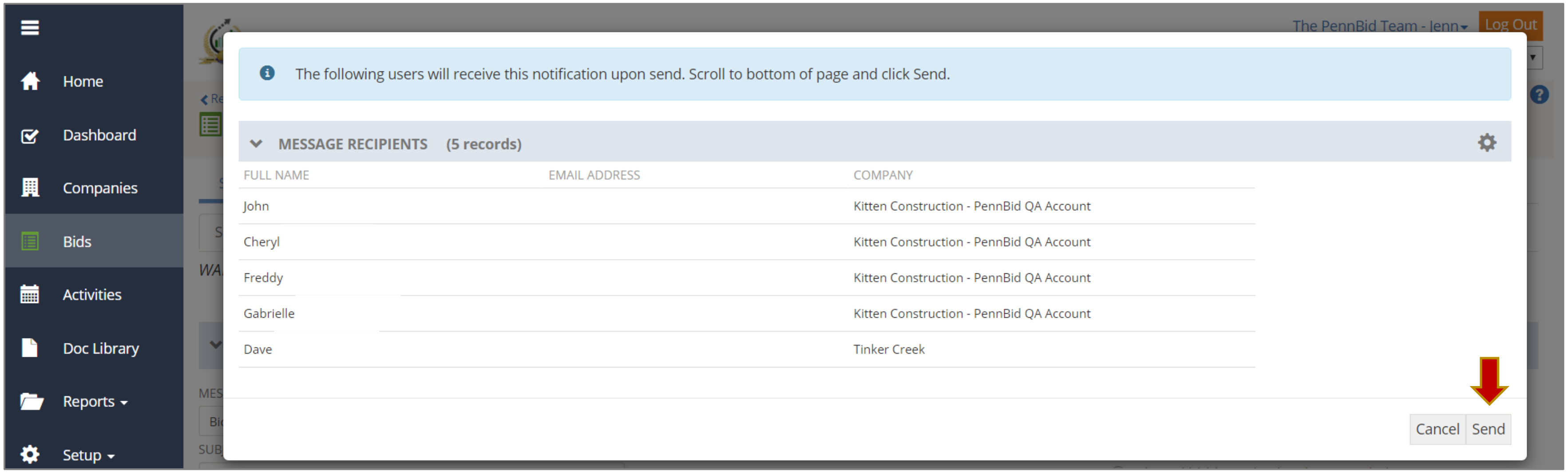


Note: A template with tags will pre-populate text in several additional fields. DO NOT alter any of the replacement tags. These contain specific information about your project.



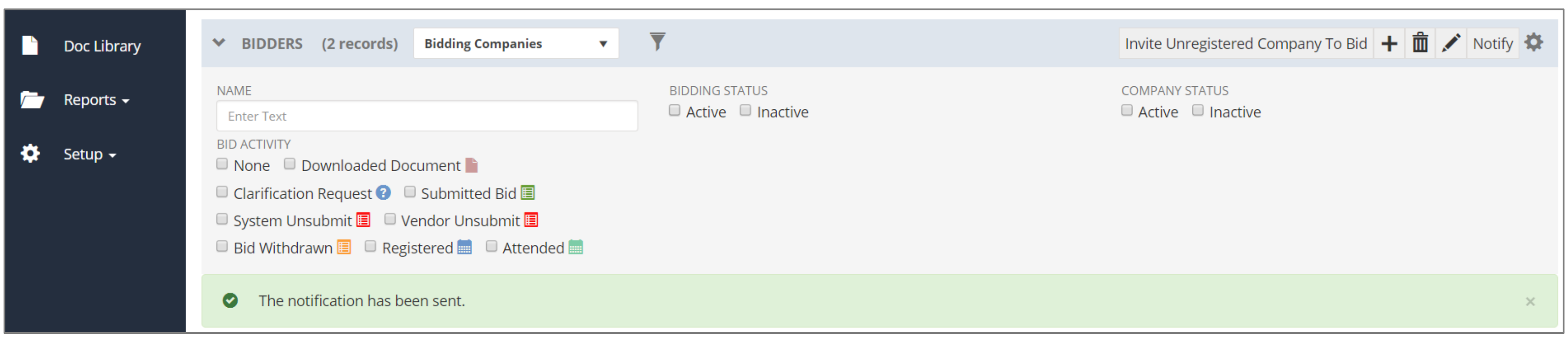
After selecting the template and recipients, click the “Send” button.

A box will appear with the message recipients, their email address and their company name.

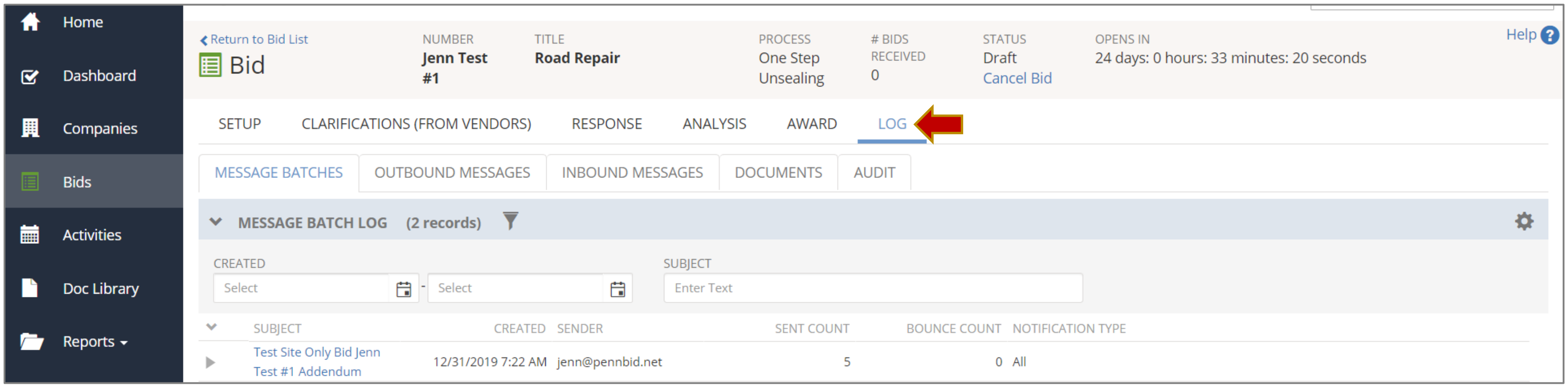


Note: Full names and email addresses will also populate. They have been removed for this guide.

Click “Send” at the bottom of the page. (If the list is longer, you need to scroll to the bottom to click “Send”) Once the notification is sent, you will see a confirmation message on screen.



In order to verify that the notification was sent, click the **Log** tab on the top toolbar. Details about the notification, including a copy of the message, delivery verification, send count and more, will be visible for review.



If you have any questions regarding document uploads, modifying items on the "Setup" page or adjusting the bid form and/or RFIs, please contact our office for assistance.