

# PRIVATE BIDS

Did you know that PennBid can be used for “Private” projects? When a solicitation is private the posting agency controls who has access to the project and subsequently, their ability to bid on a solicitation. This may be helpful for private agencies that are not mandated to publicly advertise or disclose their projects, or for a public agency who has pre-qualified bidders for a particular project (when appropriate). Please refer to the quick start guide *“How to Set Up a New Project”* to establish the solicitation framework prior to adjusting the settings to public or private.

Once the framework has been established on the SETUP/SETTINGS tab, ensure that the “Access” and “Bidder List Access” selectors are set to “Private” and the “Pricing Results Visibility” is set to “Hidden.”

[SETUP](#)
[CLARIFICATIONS \(FROM VENDORS\)](#)
[RESPONSE](#)
[ANALYSIS](#)
[AWARD](#)
[LOG](#)

[SETTINGS](#)
[BID FORM- QUESTIONS \(RFI\)](#)
[BID FORM- PRICING](#)
[DOCUMENTS](#)
[BIDDERS](#)

For our Quick-Start guides, [click here](#).

For our User Videos (password required- email info@pennbid for more information), [click here](#).

Cancel Save

<p><b>NUMBER</b> ⓘ *</p> <input type="text" value="Texter Mountain Authority (TEST)"/> <p><b>TITLE</b> ⓘ *</p> <input type="text" value="Repave Road - (TEST)"/> <p><b>BID TYPE</b> ⓘ</p> <input type="text" value="Fixed Fee Contract"/> <p><b>PROCESS</b> ⓘ *</p> <input type="text" value="One Step Unsealing"/> <p><b>AVAILABLE DATE</b> ⓘ *</p> <input type="text" value="10/15/2020 1:55 PM"/> <p><b>CLARIFICATION DEADLINE</b> ⓘ</p> <input type="text" value="10/16/2020 1:55 PM"/> <p><b>DUE DATE</b> ⓘ * ⏰</p> <input type="text" value="10/17/2020 1:55 PM"/>	<p><b>STATUS</b></p> <input type="text" value="Draft"/> <p><b>CLARIFICATION NOTICE</b> ⓘ</p> <input checked="" type="checkbox"/> <p><b>BID SUBMISSION NOTICE</b></p> <input checked="" type="checkbox"/> <p><b>INCLUDE INTENT TO BID</b></p> <input checked="" type="checkbox"/> <p><b>BID BOND REQUIRED</b></p> <input checked="" type="checkbox"/> <p><b>USER GROUP</b> ⓘ *</p> <input type="text" value="PennBid - ALL BID VIEW"/>	<p><b>VENDOR SERVICE AREA VIEW</b> ⓘ</p> <input type="checkbox"/> <p><b>VENDOR CATEGORY VIEW</b> ⓘ</p> <input type="checkbox"/> <p><b>ACCESS</b> ⓘ *</p> <input type="text" value="Private"/> <p><b>BIDDER LIST ACCESS</b> ⓘ *</p> <input type="text" value="Private"/> <p><b>PRICING RESULTS VISIBILITY</b> ⓘ *</p> <input type="text" value="Hidden"/> <p><b>CONTACT INFORMATION</b> ⓘ</p> <input type="text" value="Enter Text"/>
--	---	--



To ensure invitations are not sent to broader audiences, remove any CATEGORIES that may be selected:

▼ CONTACTS (1 record)

<input type="checkbox"/>	FULL NAME	BID CONTACT TYPE	ROLES LIST DISPLAY	EMAIL ADDRESS	PHONE	RECEIVE NOTIFICATIONS
<input type="checkbox"/>	The PennBid Team - Freddy	Primary	Bid Admin, System Admin, Historical Unit Cost Report	freddy@pennbid.net		Yes

▼ BID STATE/COUNTY AREAS (1 record)

CODE	FULL NAME
Berks Co, PA	Pennsylvania Pennsylvania > Berks Co, PA Berks Co, PA

▼ BID CATEGORIES (0 records)

To add PennBid registered bidders to your project, click on the “+” button within the BIDDERS tab and select the appropriate companies. Note that you can filter by a variety of keywords or service categories.

• Warning: This bid is marked as PRIVATE and will only be visible to those companies you manually add or invite to the bidders list.

SETUP CLARIFICATIONS (FROM VENDORS) RESPONSE ANALYSIS AWARD LOG

SETTINGS BID FORM- QUESTIONS (RFI) BID FORM- PRICING DOCUMENTS **BIDDERS**

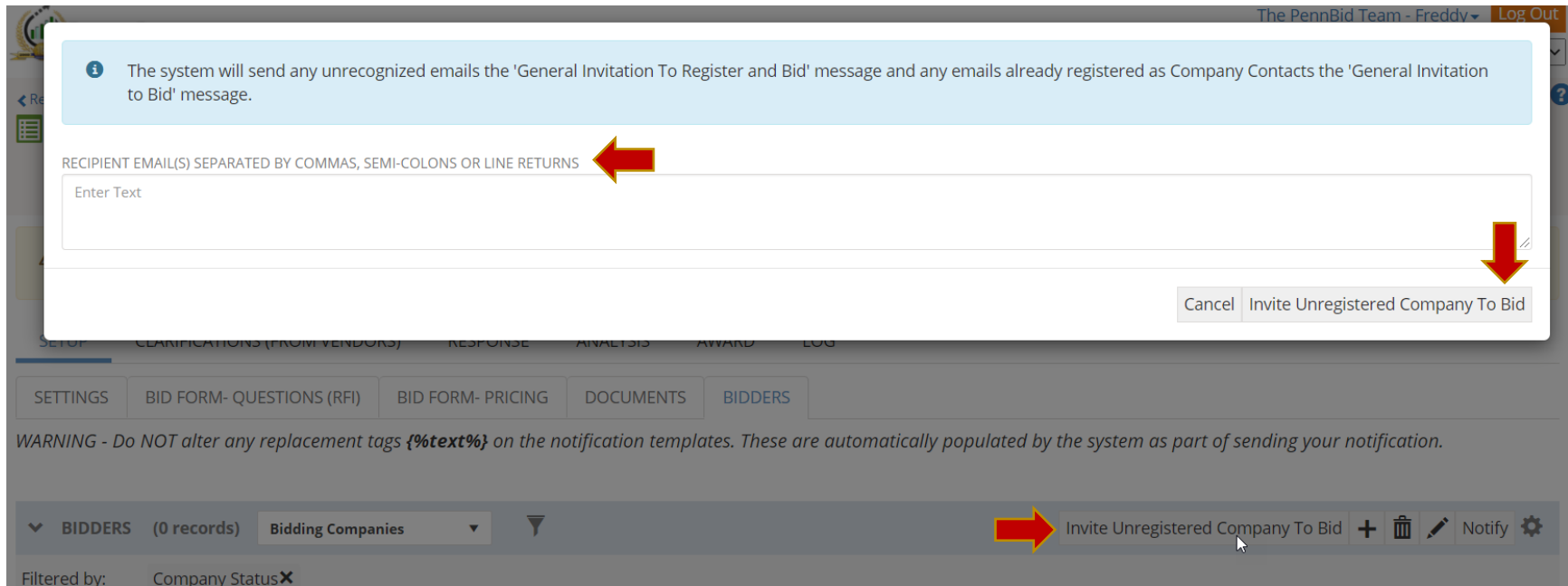
*WARNING - Do NOT alter any replacement tags **{%text%}** on the notification templates. These are automatically populated by the system as part of sending your notification.*

▼ BIDDERS (0 records) Bidding Companies Invite Unregistered Company To Bid Notify

Filtered by: Company Status



To add bidders that may not already be registered, click on the “Invite Unregistered Company To Bid” button and insert the appropriate email(s) for those you wish to invite within the pop-up window.



All other aspects of populating and managing the bid in the system remain unchanged.

If you have any questions about setting up a private project, please contact the PennBid team. We are happy to assist!