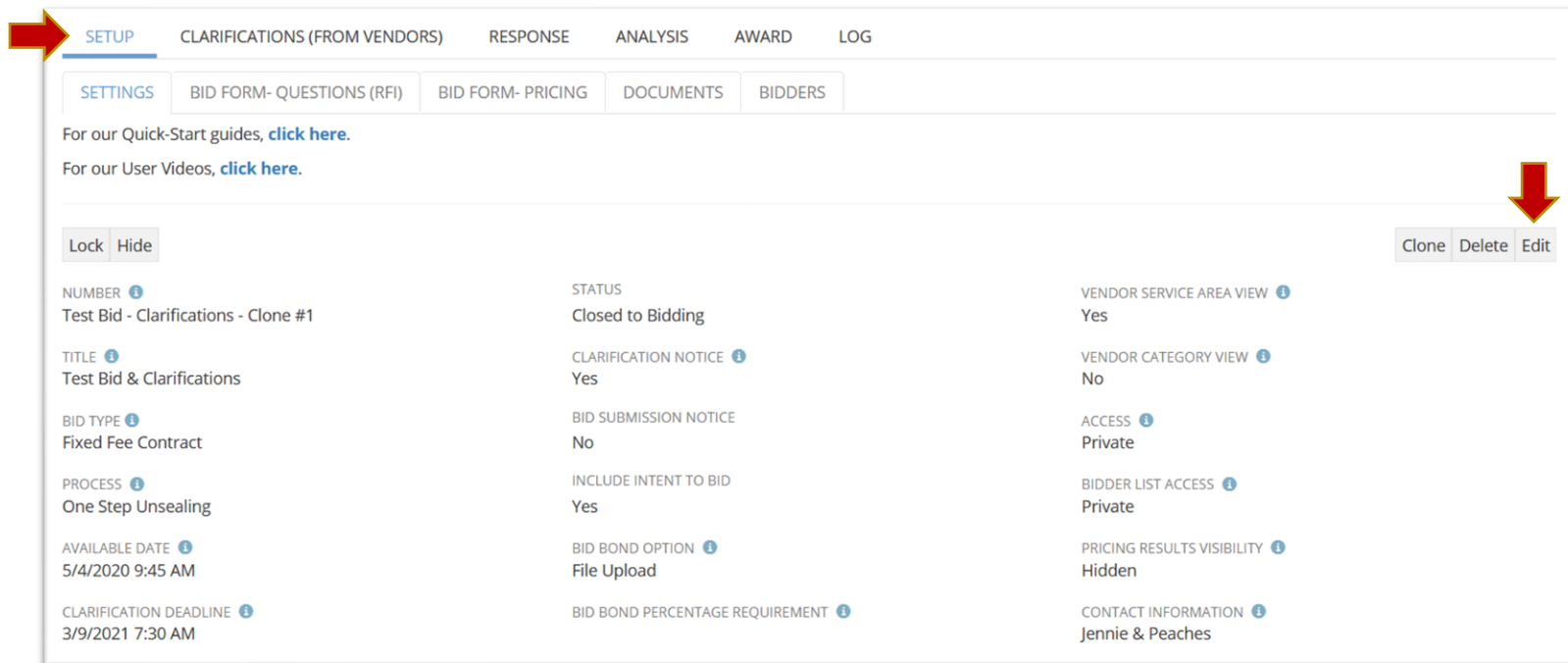


# INCLEMENT WEATHER NOTIFICATION

*Inclement Weather Notification – Moving a bid due date and/or time due to weather circumstances and notifying all bidders via addenda*

## Changing Your Bid Due Date

Log in to PennBid and go into your solicitation. On the **Setup** Screen (top bar) under **Settings**, click “Edit” on the right.



[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, [click here](#).

Lock	Hide				Clone	Delete	Edit
NUMBER ⓘ	STATUS	VENDOR SERVICE AREA VIEW ⓘ					
Test Bid - Clarifications - Clone #1	Closed to Bidding	Yes					
TITLE ⓘ	CLARIFICATION NOTICE ⓘ	VENDOR CATEGORY VIEW ⓘ					
Test Bid & Clarifications	Yes	No					
BID TYPE ⓘ	BID SUBMISSION NOTICE	ACCESS ⓘ					
Fixed Fee Contract	No	Private					
PROCESS ⓘ	INCLUDE INTENT TO BID	BIDDER LIST ACCESS ⓘ					
One Step Unsealing	Yes	Private					
AVAILABLE DATE ⓘ	BID BOND OPTION ⓘ	PRICING RESULTS VISIBILITY ⓘ					
5/4/2020 9:45 AM	File Upload	Hidden					
CLARIFICATION DEADLINE ⓘ	BID BOND PERCENTAGE REQUIREMENT ⓘ	CONTACT INFORMATION ⓘ					
3/9/2021 7:30 AM		Jennie & Peaches					

While in "Edit" mode, select a new due date and/or time and then click "Save."

SETUP   CLARIFICATIONS (FROM VENDORS)   RESPONSE   ANALYSIS   AWARD   LOG

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

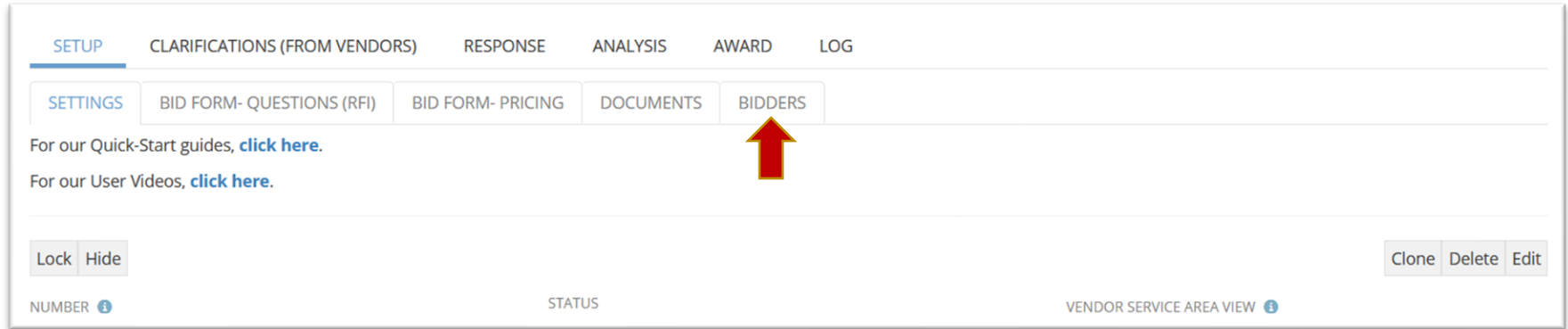
For our Quick-Start guides, [click here](#).  
For our User Videos, [click here](#).

Cancel   Save

NUMBER ⓘ *	STATUS	VENDOR SERVICE AREA VIEW ⓘ
Test Bid - Clarifications - Clone #1	Closed to Bidding ▼	<input checked="" type="checkbox"/>
TITLE ⓘ *	CLARIFICATION NOTICE ⓘ	VENDOR CATEGORY VIEW ⓘ
Test Bid & Clarifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BID TYPE ⓘ	BID SUBMISSION NOTICE	ACCESS ⓘ *
Fixed Fee Contract ▼	<input type="checkbox"/>	Private ▼
PROCESS ⓘ *	INCLUDE INTENT TO BID	BIDDER LIST ACCESS ⓘ *
One Step Unsealing ▼	<input checked="" type="checkbox"/>	Private ▼
AVAILABLE DATE ⓘ *	BID BOND OPTION ⓘ *	PRICING RESULTS VISIBILITY ⓘ *
5/4/2020 9:45 AM [calendar] [clock]	File Upload ▼	Hidden ▼
CLARIFICATION DEADLINE ⓘ	BID BOND PERCENTAGE REQUIREMENT ⓘ	CONTACT INFORMATION ⓘ
3/9/2021 7:30 AM [calendar] [clock]	%	Jennie & Peaches
DUE DATE ⓘ * ⌚	USER GROUP ⓘ *	
3/11/2021 2:00 PM [calendar] [clock]	PennBid ▼	

## Notifying Potential Bidders

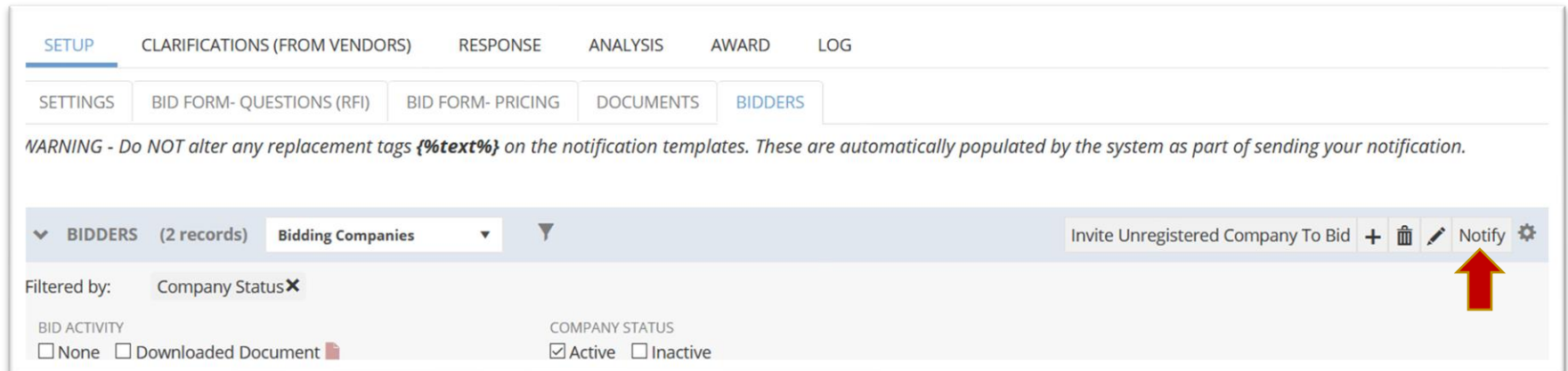
From the same screen, select the **Bidders** tab (Lower toolbar, far right tab).



The screenshot shows the PENNBID interface with the following elements:

- Top navigation tabs: SETUP (selected), CLARIFICATIONS (FROM VENDORS), RESPONSE, ANALYSIS, AWARD, LOG.
- Lower toolbar tabs: SETTINGS, BID FORM- QUESTIONS (RFI), BID FORM- PRICING, DOCUMENTS, **BIDDERS** (highlighted with a red arrow).
- Text: "For our Quick-Start guides, [click here](#)." and "For our User Videos, [click here](#)."
- Buttons: Lock, Hide, Clone, Delete, Edit.
- Table headers: NUMBER ⓘ, STATUS, VENDOR SERVICE AREA VIEW ⓘ.

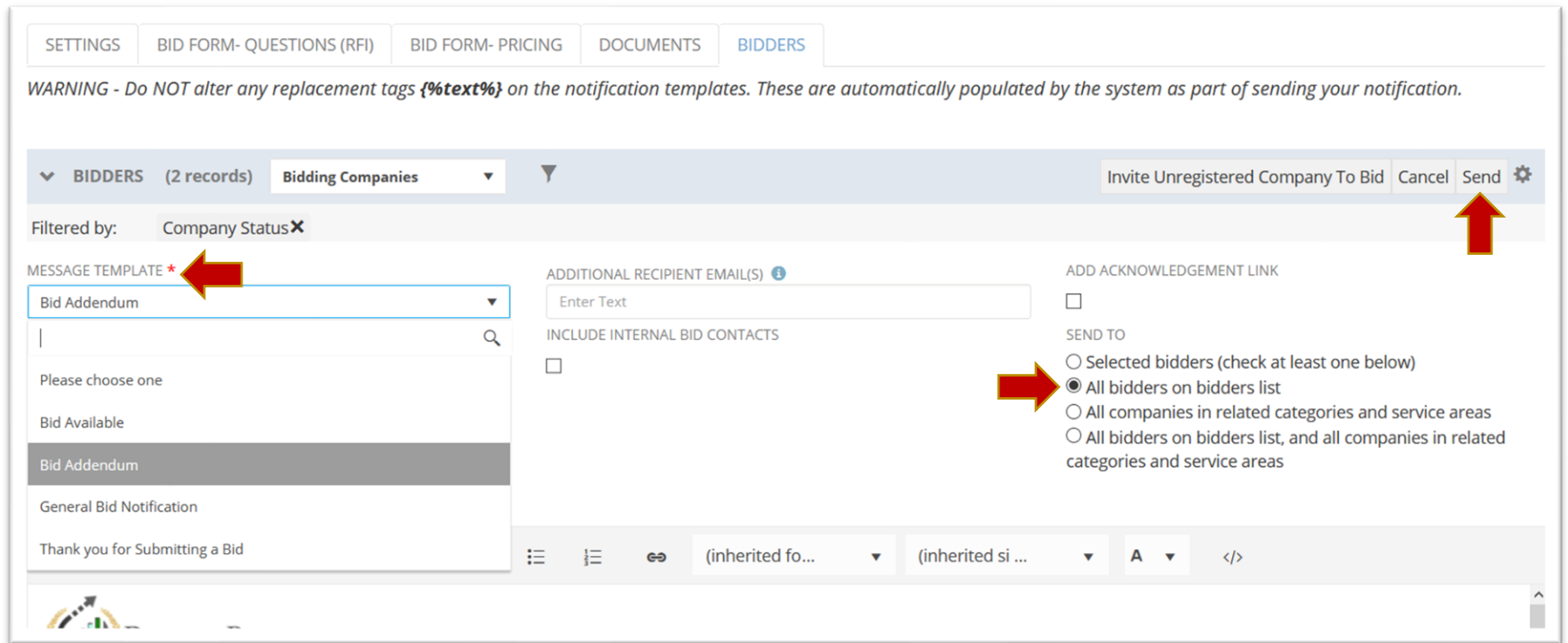
Click the "Notify" button on the right.



The screenshot shows the PENNBID interface with the following elements:

- Top navigation tabs: SETUP (selected), CLARIFICATIONS (FROM VENDORS), RESPONSE, ANALYSIS, AWARD, LOG.
- Lower toolbar tabs: SETTINGS, BID FORM- QUESTIONS (RFI), BID FORM- PRICING, DOCUMENTS, BIDDERS (selected).
- Warning: "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."
- Toolbar: BIDDERS (2 records), Bidding Companies, Invite Unregistered Company To Bid, +, trash, edit, **Notify** (highlighted with a red arrow), settings.
- Filtered by: Company Status ✕
- BID ACTIVITY:  None,  Downloaded Document 📄
- COMPANY STATUS:  Active,  Inactive

Select the *Bid Addendum* message template from the dropdown menu on the left. Make sure “All Bidders on Bidders List” is selected under the “Send To” column on the right. Click “Send.”



The screenshot shows the PennBid interface for managing bidders. At the top, there are tabs for SETTINGS, BID FORM- QUESTIONS (RFI), BID FORM- PRICING, DOCUMENTS, and BIDDERS. A warning message states: "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." Below this, the BIDDERS section shows 2 records for Bidding Companies. A dropdown menu for MESSAGE TEMPLATE is open, with "Bid Addendum" selected. The SEND TO options are: "Selected bidders (check at least one below)", "All bidders on bidders list" (selected), "All companies in related categories and service areas", and "All bidders on bidders list, and all companies in related categories and service areas". The "Send" button is highlighted with a red arrow.

If you have any questions about changing the due date / time or notifying bidders, please contact the PennBid Team.