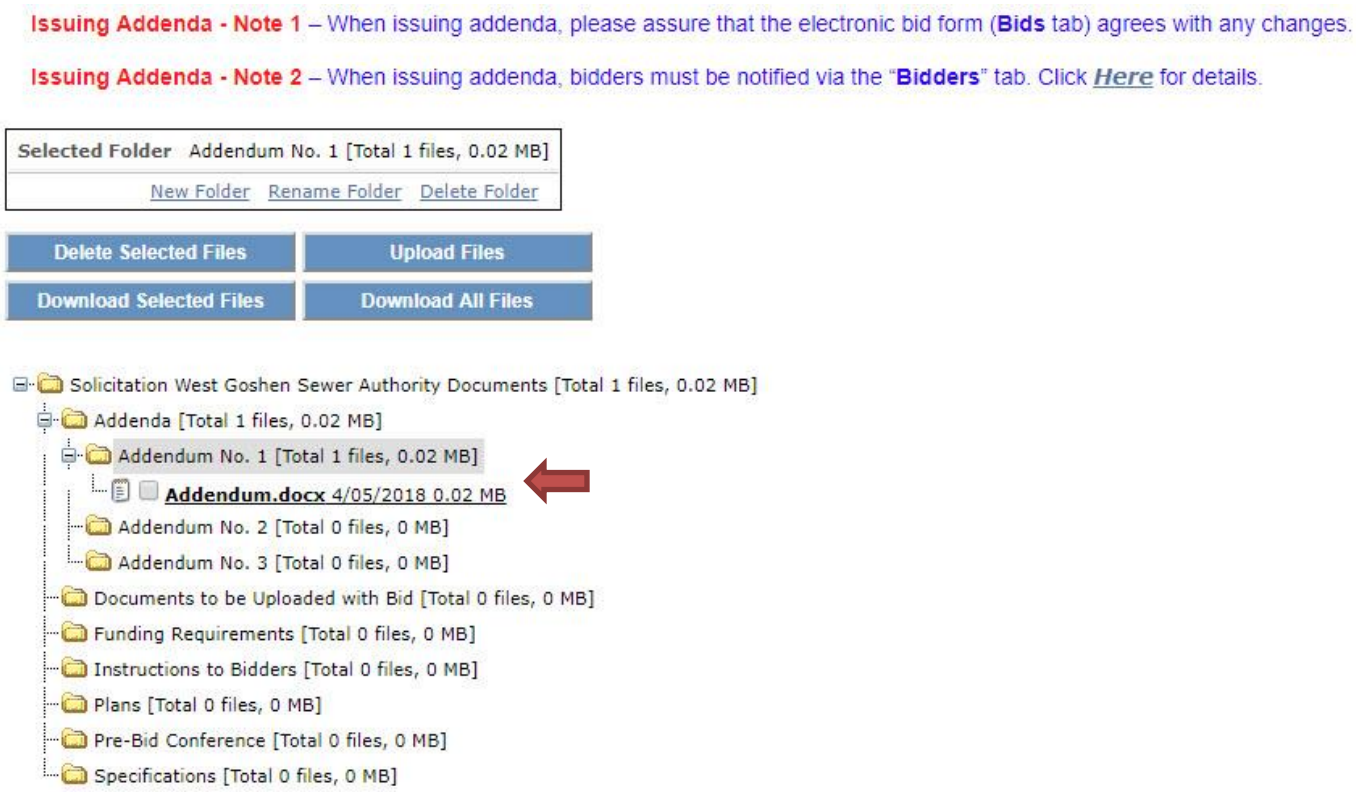
Issuing Addenda and Notifying Bidders

Issuing addenda and communicating with potential bidders is a common process during the bid phase of a project. In PennBid, posting addenda and notifying potential bidders is extremely quick, accurate and actions are recorded in the **Log**.

Step 1 – Posting an Addendum

To post an addendum, simply upload within the **Documents** tab, located on the top blue bar. You can add an Addenda folder and/or create a specific folder for each addendum issued.



Step 2 – Adjusting the Electronic RFI Form and/or Pricing Form (Bid Form)

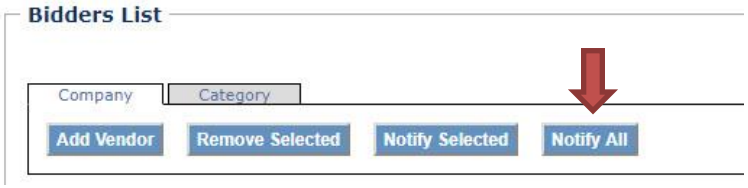
****THIS STEP IS CRITICALLY IMPORTANT. PLEASE DO NOT SKIP.****

If the addendum issued changes the bid form (add/delete line items, changes in line item descriptions, quantities, or unit of measure, etc.) or the RFIs (bidder acknowledgements), the electronic form(s) must be updated. These changes are made through the **Bid** tab, located on the top blue bar.

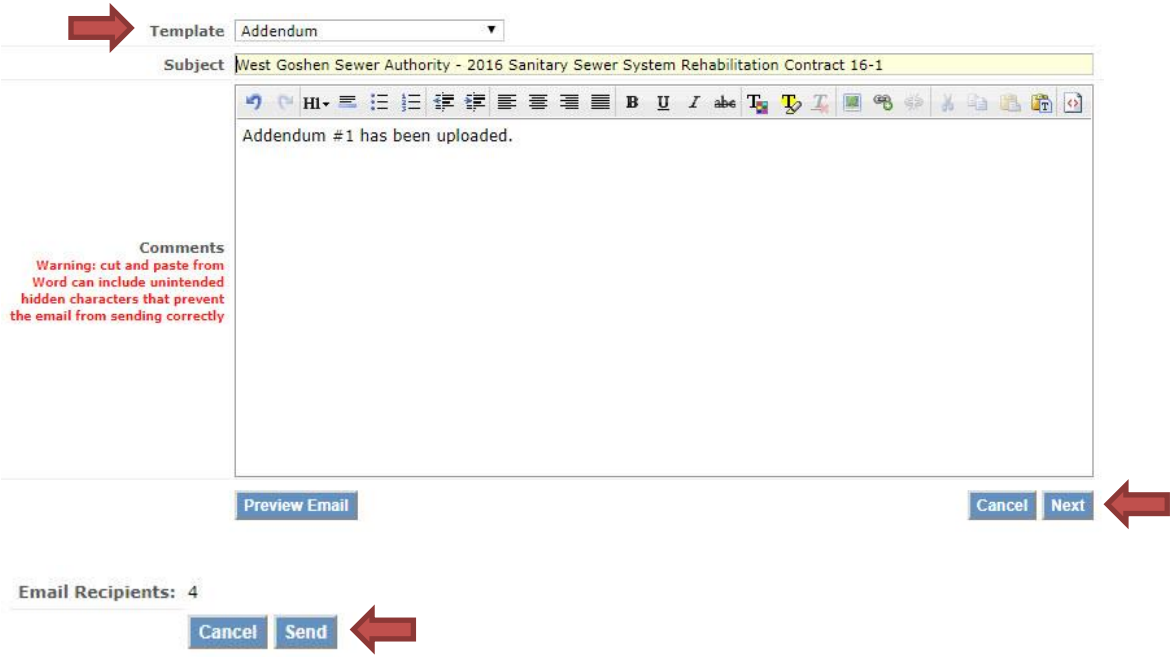
If you need assistance in updating the RFI Form or Pricing Form or have additional questions on how to make these changes electronically, please contact the PennBid team.

Step 3 – Notifying the Bidders

Once the addendum is uploaded in the **Documents** tab, the bidders need to be notified. From the **Bidders** tab, located on the top blue bar, scroll down and select "Notify All."



On the next screen, a window will appear and there is a dropdown box to adjust the type of Template. Select "Addendum" from the dropdown box and type in your message. Once finished, click "Next" and on the following screen and then "Send."



Note: The system will automatically include a link to the project documents in the email that potential bidders receive.

Note: From the bidders' perspective, when they view your project, the word "**New**" will appear in bold, red font next to any documents they haven't downloaded.

Once you've sent your addendum notification, you can see your message and view all communications under the **Log** tab, located on the top blue bar. This tab keeps a time and date stamped record of all communications for your project, including each document downloaded by every potential bidder.