

Keeping PennBid Users informed of the latest features and functionality.



### **Advertisements** *Shorter is Better*

PennBid offers sample advertisements which include the basic required elements for most public agencies. Our samples often allow posting agencies to reduce the length of their ad and minimize advertising costs. While this serves as a good starting point, it's always advised to check with your solicitor about additional requirements, especially when outside funding is involved.

SAMPLE ADVERTISEMENT



### **Historical Unit Cost Feature**

Did you know that PennBid offers a no-cost incentivized feature that provides access to all unit costs submitted on all projects?

Over a million searchable bid prices - as current as yesterday - are available at no cost. This is a helpful resource for budgeting, estimating and evaluating bids. Results can be exported as an Excel spreadsheet right to your desktop.



### **Mandatory Pre-Bid Meetings** *Just a Caution*

At times, a project may have a pre-bid meeting or site visit that potential bidders must attend. Mandatory pre-bid meetings are not uncommon; however, a few words of caution. Always assure the funding source (if applicable) and solicitor agree that a mandatory pre-bid meeting is acceptable if challenged. Double checking this step could be the difference in accepting bids or having to rebid a project.



### **Private Projects**

While PennBid is predominantly used for public solicitations, private projects may also be securely posted. This is often the case when public agencies are not required to publicly advertise or when an agency has pre-qualified bidders for complex projects as part of a 2-step selection process.

When using PennBid in a private setting, only firms who are specifically invited to participate have access or

To access the *Historical Unit Cost* tool, log in to PennBid and click the "Reports" button on the left-hand menu. Select "Reports" again and then click "Historical Unit Cost Report" under **Bid Reports**.

For more information on how to obtain this feature, contact our office.

**HISTORICAL UNIT COST (SEE 6:32)**

awareness of the solicitation. Due to the nature of this setting, we recommend users consult with their solicitors to ensure this approach is appropriate.

**PRIVATE PROJECTS**

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For more useful tips and pointers, including training videos and "quick-guides", please visit the **Resource Center** on our website at **www.pennbid.net**.

*PennBid is proudly endorsed by:*



[www.pennbid.net](http://www.pennbid.net) -- [info@pennbid.net](mailto:info@pennbid.net)