

# Resending and Extending Invitations to Bid Respondents (aka "Participants")

Last Modified on 10/01/2018 3:17 pm MST

## It's True. Invitations Get Lost and Sometimes Even Expire

But there is an easy fix for both situations. Bid Managers can resend invitations and can extend expired invitations.

**NOTE: The expiration date of an invitation is not (technically) related to the due date for the RFP.** The invitation expiration date determines when the invitation is no longer active, and the person who received it can no longer accept or decline.

Most Bid Managers will set the invitation expiration to be a few weeks prior to the due date of the RFP. This is a good practice as it creates a sense of urgency and need for timeliness.

Some Bid Managers will set the invitation expiration date to the same date and time as the RFP due date. This is not helpful as there is no reminder facility in DecisionDirector and, even if there were, accepting an invitation to join the response team at the last minute is unlikely to be very helpful.

### Organization: Morris & Associates (d)

Dashboard Engagements Configuration

Engagements

Active Engagements

Invitations

Engagements

Engagement Listing

Current Status: Open Abandon...

Engagement Name: Morris & Associates (d)

Engagement Type: Bid

Created On: 10/11/2016 8:46 AM MST

From: University of Arkansas System > ERP System Selection > University of Arkansas System RFP No. 615190

Progress Tracker Participants History

Show All Participants - Default (3) Export List Add Multiple Participants Add Participant

Person Email	Status	Last Status Change On
gferris001@dddemo.com	Accepted	10/11/2016 8:47 AM
demo@dddemo.com	Invited (Expires: 11/16/2016 2:00 PM MST)	11/2/2016 2:27 PM
demo2@dddemo.com	Expired	11/2/2016 2:29 PM

Invitations that have not yet been accepted, and have also not yet expired, can be resent.

The selector will filter invitations by their status, i.e. Accepted, Not Yet Accepted, Expired.

Invitations that have expired can be extended. Extending an invitation expiration date will also cause the invitation to be resent.