



# Request for Bids (RFB) Process

## 1 Identify Need

- Initial market research, potential suppliers
- Complete necessary pre-approvals (procurement plans, internal agency requisitions)
- Initial budget determination, review of existing contracts available

## 2 Develop Bid Package

- Using the RFB template as a start, create specifications and special terms and conditions
- Develop market-appropriate cost/price sheet
- Generate potential bidders lists and conduct preliminary outreach
- Create “shell” of bid file to fill over time

### Optional:

- Request for Information
- Post draft bid for vendor comment

## 3 Issue & Manage Bid

- Using required systems (eSupplier/Strategic Sourcing or VendorNet), post the solicitation with all attachments and required forms
- Posting on systems will post to Public Notices site
- Solicit written questions from bidders, post answers
- Where necessary, post amendments to the solicitation in writing, notify bidders

### Optional:

- On-site visit with potential bidders
- Bidder conference for purpose of answering questions, enforcing instruction on bid submittal

### If the bid is for services over \$50,000:

- Complete CBA (some exceptions apply)
- Ensure protest/appeals language is included in the bid
- Include American Services requirements (some exceptions apply)

## 4 Review, Abstract, & Award

- Hold public bid opening after the due date/time
- On-time bids reviewed for completeness
- Ensure all requirements are met by all bidders
- Analyze bid pricing from responsible bidders, apply supplier diversity preference as needed
- Document analysis and receipt of bids on the abstract/summary document, indicate lowest bid(s)
- Publish notice of intent (services) and notice of award (commodities)
- Fill any requests for records about the bid, removing confidential/proprietary information

### Optional:

- Clarifications of certain immaterial components of bid responses can be made
- If low bid not fair price, agency can negotiate price with lowest bidder(s) after award notice; any non-mandatory terms that a bidder did not accept as-is can also be negotiated

## 5 Post-Award Activities

- Ensure official procurement file is complete
- Post award information in STAR or VendorNet
- Create contracts and/or purchase order as appropriate
- Report procurement activity as required on transparency sites (i.e., Contract Sunshine, OpenBook)

### After intent to award notice for services bids:

- Be aware of deadline for protests to be submitted
- If protested/appealed, hold further action on award until resolved