



State Procurement Manual

Department of Administration, State Bureau of Procurement

Number
PRO-309

Section	Effective	Replaces
COMPETITIVE SOLICITATIONS	9/16/19	PRO-C-23, I-14 Various Dates
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NOTICE OF AWARD FOR COMPETITIVE SOLICITATIONS		1 of 2

SCOPE: The purpose of this policy is to establish official procedure for notifying bidders of award activity on competitive solicitations.

POLICY: All responsive bids and proposals will be reviewed and given due consideration. When an agency has completed the review or evaluation process, it will record the results of the solicitation.

For official request for bids/proposals (RFB/RFPs), the agency will also issue a written notification of the award results.

Unsuccessful bidders need not be notified when awarding simplified bids.

In cases of award on a noncompetitive negotiation basis, there is no notice to unsuccessful bidders since, by definition, there are no other bidders. See PRO-601, Legal/Public Notice.

- PROCEDURE:**
- I. Notification of Award Results
 - A. Agencies will address a notice of bid/proposal award to the awarded bidder(s)/proposer(s) in writing. Award notification will be sent to all unsuccessful bidder(s)/proposer(s) as well.
 - B. Award notices will state that the notice itself is not a contractual commitment, and the agency reserves the right to negotiate terms, conditions or price, where applicable.
 - C. Where an agency determines a bid or proposal to be unresponsive to the requirements of the solicitation, the agency will retain a record of the reason for any bid/proposal rejection.
 - D. The procuring agency determines the distribution method of these notices, i.e. via email or mail.



Legal Authority

Wis. Stats. 16.705(2); 16.72(4)(a)
Wis. Adm. Code Chapter Adm 10.08(6); 10.15(1)
Agencies Affected: All, unless otherwise noted

Authorized:
Sara Redford, Director
State Bureau of Procurement



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II. Award of Contractual Services Procurements

- A. When the RFB/RFP process is used to procure contractual services valued over the official bidding threshold, a notice of *intent to contract* is sent as described in section I, at least five (5) working days before the date of contract award.
- B. Where the protest and appeals process applies, all notices of intent will be sent in accordance with PRO-204, Contractual Services Procurement.

III. Requests for Bid/Proposal Records Access

- A. When a bidder/proposer specifically requests records concerning an award, the awarding agency will follow PRO-105, Procurement Record Retention and Access.



Legal Authority

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