

INVITATION TO BID (ITB)

WHAT IS AN INVITATION TO BID?

An ITB is a formal competitive solicitation for the purchase of goods and/or services, where detailed specifications and requirements are outlined and price is the major considerations in the award determination.

WHEN IS AN ITB USED?

An ITB may be used when the total cost of the goods and/or services exceed \$75,000.00. Examples of procurement needs that may fall under this format include: Scientific equipment/services, audiovisual equipment and installations and solid waste removal service.

END-USING DEPARTMENT IS RESPONSIBLE FOR:

- Submitting a requisition for the purchase;
- Developing the specifications/requirements for the goods or services;
- Developing initial timeline requirements, including possible Pre-Proposal Conference requirements;
- Developing a list of known vendors that can be reached out to by Purchasing department with notice of the ITB's availability;
- Reviewing the bid tabulation with Purchasing representative;
- Determining most responsible and responsive bidder with the lowest price.

PURCHASING IS RESPONSIBLE FOR:

- Working with end-using department to finalize timeline and ITB requirements;
- Scheduling Pre-Proposal Conference, if applicable;
- Finalizing ITB document for advertisement;
- Assisting end-using department in developing a list of known vendors that be reached out to with notice of the ITB's availability;
- Advertising solicitation, posting on website(s) and sending it to known vendors;
- Scheduling opening of ITB;
- Conducting opening all sealed bids on scheduled Opening date;
- Confirming the most responsible and responsive bidder with the lowest price as determined by the end-using department.

AWARD AND CONTRACT PROCESS:

- If an award is made as a result of the ITB, an Intent to Award will be posted to the Purchasing website for seventy-two (72) hours;
- A Purchasing representative will prepare the final contract documents and forward them to the Office of the General Counsel for review and approval;
- A Purchasing representative will obtain the necessary signatures on the approved contract and distribute a fully executed copy of the contract to the vendor and end-using department.

ESTABLISHING AUTHORITY:

BOG 18.001

Revised 5.2.2013