

**Part II Chapter 04
Competitive Sealed Bidding
(Exceeding Delegated Thresholds)**

- A. Requirements.** The following procedure shall be used by Agencies when materials are to be procured through competitive sealed bidding and the following conditions are met:
1. The item is not available as a warehouse item or a federal or state surplus item through the [DGS Bureau of Supplies and Surplus Operations](#).
 2. The effective DGS statewide requirements contract does not have the material listed or the purchase price is less than the minimum order amount and/or quantity.
 - a. If the Agency has uncertainty about the availability of a material from a statewide requirements contract, they should contact the DGS Commodity Specialist responsible for that commodity to verify if the material is available from (or could be added to) a statewide requirements contract.
 - b. If the requested material is available from a statewide requirements contract, the Agency may request approval to purchase off contract only within the requirements set forth in with [Part II Chapter 09, Off Contract Procurements](#).
- B. General.**
1. An agency who wishes to request delegation of procurements of materials which exceed the delegated thresholds established in [Part I Chapter 07, Thresholds and Delegations](#), must complete the [Notice of Forthcoming Procurement Form](#) and request delegation from the Chief Procurement Officer.
- C. Procedures.**
1. **Agency.**
 - a. Create shopping cart for required items with detailed description of the material needed. Attach any additional information that will be required for the procurement. Combine related items on a single shopping cart.
 - b. If the requirement is for a "No Substitute" material to be competitively bid from multiple suppliers annotate on the shopping cart this is a "no substitute" and provide written justification for the "no substitute" requirement. BOP will determine if there is sufficient justification for a "no substitute" requirement.
 - c. If all of the following conditions exist for a "furnish and install", Pennsylvania prevailing wage rates must be obtained from the [Department of Labor and Industry, Bureau of Labor Law Compliance](#):

- (1) Exceeds \$25,000.
 - (2) Involves construction, demolition, reconstruction, alteration, and/or repair (other than maintenance).
 - (3) The item becomes part of the building to which it will be installed.
- d. If Pennsylvania prevailing wages are required, the Agency shall obtain a wage determination from the Bureau of Labor Law Compliance or by calling (800)932-0665. The wage determination shall be part of the IFB and all contracts for work.
- e. Secures workflow approvals within SRM and as required by:
 - (1) Instructions issued through the Directives Management System if applicable.
 - (2) Agency purchasing policy and procedures.

2. DGS, Bureau of Procurement.

- a. Prepare the IFB.
- b. Review the list of small and small diverse businesses on the [DGS Bureau of Diversity, Inclusion and Small Business Opportunities](#) website or within SRM to identify those small and small diverse businesses which may be able to provide the material and/or service.
- c. Complete and submit the online [Request for Advertisement](#) form to advertise IFB on the DGS BOP website.
- d. Notify of the website posting:
 - (1) Identified small diverse businesses;
 - (2) Identified small businesses;
 - (3) Suppliers who asked to be notified; and
 - (4) Any other suppliers selected by the Agency.
- e. Opens bids on the scheduled bid opening date. Records the name of each bidder, the amount of each bid, and other relevant information.
- f. The prepared written record of the bidders and bid information (bid tabulation) must be posted to eMarketplace as soon as reasonably possible.
- g. Reviews and evaluates bids for responsiveness. Determines whether the lowest responsive bidder is a "responsible bidder, by, at a

minimum, reviewing the lowest responsive bidder's status on the Contractor Responsibility Program file.

- h.** Prepares the Contract or Purchase Order for the lowest responsible and responsive bidder.
- i.** Prepares a [Notice of Award](#) using the DGS BOP template and posts it to eMarketplace once the Contract or Purchase Order has been released from held status to begin the approval workflow.
- j.** Obtains applicable fiscal, legal and other necessary contract or purchase order approvals.
- k.** Issues Contract and/or Purchase Order to selected bidder.
- l.** Maintain a record of the procurement if it was not done in SRM.

References:

1. [DGS Bureau of Supplies and Surplus Operations](#)
2. [Part II Chapter 09, Off Contract Procurements](#)
3. [Part I Chapter 07, Thresholds and Delegations](#)
4. [Notice of Forthcoming Procurement Form](#)
5. [Bureau of Labor Law Compliance](#) (Prevailing Wage Act)
6. [Bureau of Diversity, Inclusion and Small Business Opportunities](#)
7. [Request for Advertisement](#) (PA eMarketplace login required)
8. [Notice of Award](#)