Part II Chapter 23  
Invitation for Bid (IFB) Corrections

A. **General.** This procedure is to be used by agencies to detect and correct errors in IFBs prepared by DGS. Prompt reporting of errors is necessary to avoid a rebid. The DGS commodity specialist will take the appropriate action to notify all bidders of the error contained in the IFB.

B. **Agency Procedures.**

1. **Agency.**
   
a. Reviews the IFB on the internet.

b. Telephones the commodity specialist in the Bureau of Procurement immediately to report an error.

c. Confirms the telephone conversation with a memorandum to the Bureau of Procurement.

2. **DGS, BOP.**

a. Makes necessary changes.