

**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.