

Part III Chapter 04 Competitive Sealed Bidding

- A. Requirements.** This procedure may be used by agencies when services to be procured through competitive sealed bidding:
1. Are not listed on an effective DGS statewide requirements contract.
 2. Are available from more than one supplier and do not constitute a sole source procurement.
 3. Have a total value greater than the dollar limit for delegated procurements thresholds identified in [Part I Chapter 07, Thresholds and Delegations](#).
- B. General.** DGS shall issue IFBs and award contracts for services with a total cost in excess of the dollar limit for delegated procurements unless the Agency has received specific written delegation from the Secretary of General Services or designee. Agencies are required to submit a shopping cart to DGS to initiate the process.
- C. Agency Procedures.**
1. **Agency.**
 - a. Determines the need for services by contract.
 - b. Secures preliminary approvals required by:
 - (1) Instructions issued through the Directives Management System, if applicable.
 - (2) Agency purchasing policy and procedures.
 - c. Prepares a shopping cart.
 - d. Prepares a work statement and list of potential bidders.
 - e. Secures agency approval as required and distributes copies in accordance with internal policy and procedures.
 - f. Shopping cart workflows to DGS for processing.
 2. **DGS, BOP.**
 - a. Prepare the IFB.
 - b. Review the list of small and small diverse businesses on the DGS Bureau of 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 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. [Part I Chapter 07, Thresholds and Delegations](#)
- 2. [Notice of Award](#)