

**Elements
of a
Competitive Solicitation
for
Non-IT Goods**

Element	\$50,000 and Under	Over \$50,000
Advertising in CSCR	Not required but recommended for appropriate transactions.	Required for all
Solicitation method	<u>Verbal</u> —documented phone script required. Or <u>Written, fax & electronic</u>	RFQ Must be written (RFQ \$50,000-\$100,000; IFB over \$100,000), with sealed bids required to be submitted.
Posting of solicitation	Not required	A copy of the solicitation must be posted when issued and must remain posted until 7 days after the award is made.
Quote or Bid due date	<ul style="list-style-type: none"> ▪ <u>Verbal</u>—upon oral contact or shortly thereafter and documented in phone script required. ▪ <u>Written</u>—as specified in the written solicitation. 	<p>Specific time and place as specified in the written solicitation.</p> <p>Bids received <u>after</u> the bid submission date and time may not be considered (non-responsive).</p>
Required contents	<ul style="list-style-type: none"> ▪ Date & time supplier response is due. ▪ Request signature of authorized supplier representative. ▪ Information on how the bid response is submitted. ▪ Identify administrative requirements ▪ Identify technical requirements ▪ Any attachments to be submitted with bid response ▪ Cost forms or clear indication of cost placement in the solicitation. ▪ Identify the evaluation criteria. 	<ul style="list-style-type: none"> ▪ Date & time supplier response is due. ▪ Request signature of authorized supplier representative. ▪ Information on how the bid response is submitted. ▪ Identify administrative requirements ▪ Identify technical requirements ▪ Any attachments to be submitted with bid response ▪ Cost forms or clear indication of cost placement in the solicitation. ▪ Identify the evaluation criteria.
Administrative requirements	<ul style="list-style-type: none"> ▪ Provision for accepting faxed bids; ▪ DVBE solicitation language & applicable DVBE participation attachment ▪ Non-SB claiming 25% SB participation ▪ Seller Permit as applicable ▪ Small business preference ▪ Recycled content ▪ New equipment 	<ul style="list-style-type: none"> ▪ Provision for accepting faxed bids; ▪ DVBE solicitation language & applicable DVBE participation attachment ▪ Non-SB claiming 25% SB participation ▪ Seller Permit as applicable ▪ Small business preference ▪ Recycled content ▪ New equipment
Enterprise Zone Act (EZA)	Not Required	<ul style="list-style-type: none"> ▪ Required for solicitation valued at \$100,000.00 ▪ Recommended for solicitations valued at \$85,000.00 and over.
Target Area Contract Preference Act (TACPA)	Not Required	<ul style="list-style-type: none"> ▪ Required for solicitation valued at \$100,000.00 ▪ Recommended for solicitations valued at \$85,000.00 and over.
Local Agency Military Base Recovery Act (LAMBRA)	Not Required	<ul style="list-style-type: none"> ▪ Required for solicitation valued at \$100,000.00 ▪ Recommended for solicitations valued at \$85,000.00 and over.
Bidder Instructions (GSPD-451)	<p><u>Required</u></p> <ul style="list-style-type: none"> ▪ <u>Verbal</u> - Phone script must refer suppliers to the location on DGS/PD web page. ▪ <u>Written</u> – either by attaching hardcopy to solicitation or identifying in solicitation the location of the electronic version. 	<u>Written</u> – required either by attaching hardcopy to solicitation or identifying in solicitation the location of the electronic version.
General Provisions (GSPD-401 Non-IT commodities)	<p><u>Required</u></p> <ul style="list-style-type: none"> ▪ <u>Verbal</u> - Phone script must refer suppliers to the location on DGS/PD web page. ▪ <u>Written</u> – either by attaching hardcopy to solicitation or identifying in solicitation the location of the electronic version. 	<u>Written</u> – required either by attaching hardcopy to solicitation or identifying in solicitation the location of the electronic version.

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Addenda	<p><u>Verbal</u> – must be addressed in phone script and documented.</p> <p><u>Written</u> –</p> <ul style="list-style-type: none"> ▪ Required to effect change to solicitation. ▪ Modified prior to the date fixed for submission of final bids ▪ Will be numbered consecutively ▪ Identify where and what changed. 	<p><u>Must be written:</u></p> <ul style="list-style-type: none"> ▪ Required to effect change to solicitation. ▪ Modified prior to the date fixed for submission of final bids ▪ Will be numbered consecutively ▪ Identify where and what changed.
Required number of bids that must be received	Responsive bids from at least two (2) responsible suppliers, unless advertised in the CSCR	One (1), with verification in accordance with the requirements and recommended practices in the SCM, Vol. 2, Chapter 4.
Public bid opening	Not required	All bids shall be publicly opened and read on the date and at the time designated in the solicitation.
Combined preferences threshold	Not applicable	The total of all preferences combined may not exceed \$100,000
Lowest net cost meeting all other bid specifications	Acceptable solicitation format for this evaluation criterion.	Acceptable solicitation format for this evaluation criteria and Must be a sealed bid.
Cost proposal certification	<u>Lowest net cost</u> , not required.	<u>Lowest net cost</u> , not required.
Confidentiality of bids	Held in confidence until the purchase document is executed.	Confidential until public bid opening and reading of cost and evaluation of requirements.
Public inspection	Not required.	Department must make the solicitation files available once bids are opened.
Posting of the notice of intent to award	Not required.	Must be posted 24-hours prior to award, if requested by the bidder.
Protest of awards	Not required.	Department must allow for a protest period that allows any bidder to protest the award.
Documenting the results		
Bid/Quote Worksheet	Required	Not applicable
Evaluation and Selection Report	Not applicable	Required
Procurement Summary document	Required	Required