PROCUREMENT OF SERVICES

• Typically Services are procured through an Invitation to Bid (ITB), where cost is the predominant evaluated factor.

• Formal solicitation >$100K (total contract value). Agency knows what they want. Goods are typically procured through the ITB and RFQ process.

• If you review the ITB and find ambiguities or disagree with the approach/scope/etc. bring that forward in the question and answer period – or contact the solicitation lead with a specific concern.

• ITBs focused on service will contain a scope of work, typically developed by the agency subject matter expert (SME).
DOs AND DON’Ts OF SUBMITTING A BID

Invitation to Bid
TO HAVE YOUR BID CONSIDERED

DO:

READ the entire ITB and carefully follow instructions.

ASK questions during the specified Q&A period (including specification questions, cost and billing structure, etc.)

DON’T:

ASSUME you know the requirements—every ITB is unique.

Overlook the submittal requirements. Make sure your Bid contains all the proper documents (warranty, spec sheets, brochures, etc.)
TO HAVE YOUR BID CONSIDERED

**DO:**
- RESPOND to all questions in IPRO; be sure to clearly state how you meet all minimum/mandatory requirements; include signed Signature Page and any other separate attachments.
- SUBMIT on time.

**DON’T:**
- FORGET to check math on any bid schedules submitted in IPRO.
- WAIT until the last minute.
HOW ELEMENTS OF A ITB APPEAR IN IPRO

- Header
- Description
- Prerequisites
- Buyer Attachments
- Supplier Attachments
- Questions
- Items
PRE-BID CONFERENCE (DOES NOT APPLY TO ALL ITBS)

- ~ 5-7 Days after ITB is posted
- Often Virtual (especially now)
- Opportunity to meet DOP and Agency Representatives
- Highlighted Areas of ITB
- Background Info
- Time for Oral Q&A
WRITTEN QUESTIONS AND ANSWERS

- Submit questions for clarifications, specification or scope of work concerns, if a specification is too restrictive, specification reads to a specific vendor, ambiguous etc.
- Please do NOT submit in pdf
- Turn around time ~ 3 days, depending on variables
ITB CLOSING (BIDS DUE)

- 10 Business Days after last changes (amendment) made in ITB
- Submission currently only available in IPRO
OPENING OF BIDS

• Currently NO Public Openings
• Names of Offerors and pricing read (if opened publicly)
• Offeror names and pricing public information once Bids are opened
EVALUATIONS

• Initial Review of Bids
• Bids sent to agency for review
OTHER PRE-AWARD ACTIVITIES

• Responsibility Check
• Letters of Intent to Award
• 5 Day Appeal Period
• Non-Responsive Letters are possible
• System of Award Management Check (Sam.gov)
AWARD

- Contract Purchase Order
- Blanket Purchase Order
- Statewide Blanket Purchase Order
- Purchase Order
PROOF OF INSURANCE

- Usually required within 5 Business Days after Award
- Longer time period for insurance will be described in the solicitation
QUESTIONS?
CONTACT INFORMATION

• Joseph Nelson  Phone: 208-332-1602  
  Email: joseph.nelson@adm.Idaho.gov

• Robert Cleve    Phone: 208-332-1605  
  Email: Robert.cleve@adm.Idaho.gov

• Division of Purchasing Website:  
  www.purchasing.Idaho.gov