



IDAHO

Department of Administration

STATE DIVISION OF PURCHASING

INVITATION TO BID (ITB)



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



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.

TO HAVE YOUR BID CONSIDERED



HOW ELEMENTS OF A ITB APPEAR IN IPRO

- Header
- Description
- Prerequisites
- Buyer Attachments
- Supplier Attachments
- Questions
- Items

Settings and Content < Event Number * ITB20210696

Setup ✓

- Users ✓
- Description ✓
- Prerequisites 5
- Buyer Attachments 2
- Supplier Attachments ✓
- Questions 6
- Additional Item Fields (Not ...)
- Price Components (Not Use...)
- Items 2
- Suppliers 95
- Review and Submit ✓

Sourcing Additional Information

Total Estimated Value 200,000.00

NIGP Codes

Reporting NIGP Code (Mandatory Field) 910-39 - Janitorial/Custodial ... Edit

Additional NIGP Codes - Edit

Item NIGP Codes 910-39 - Janitorial/Custodial ...

Forced Supplier Invitation by NIGP Code Yes

Payment

Payment Terms 0% 0, Net 30

Bid and Evaluation

Sealed Bids (Mandatory for RFPs & ITBs) Yes No

Respond by Proxy Yes

Alternate Items Yes No

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



Settings and Content <	
Setup	✓
Users	✓
Description	✓
Prerequisites	5
Buyer Attachments	2
Supplier Attachments	✓
Questions	6
Additional Item Fields (Not ...	
Price Components (Not Use...	
Items	2
Suppliers	4
Review and Submit	✓
Tools ▾	
Internal Notes	
Exports and Imports	
Q & A Board	
Approvals	

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

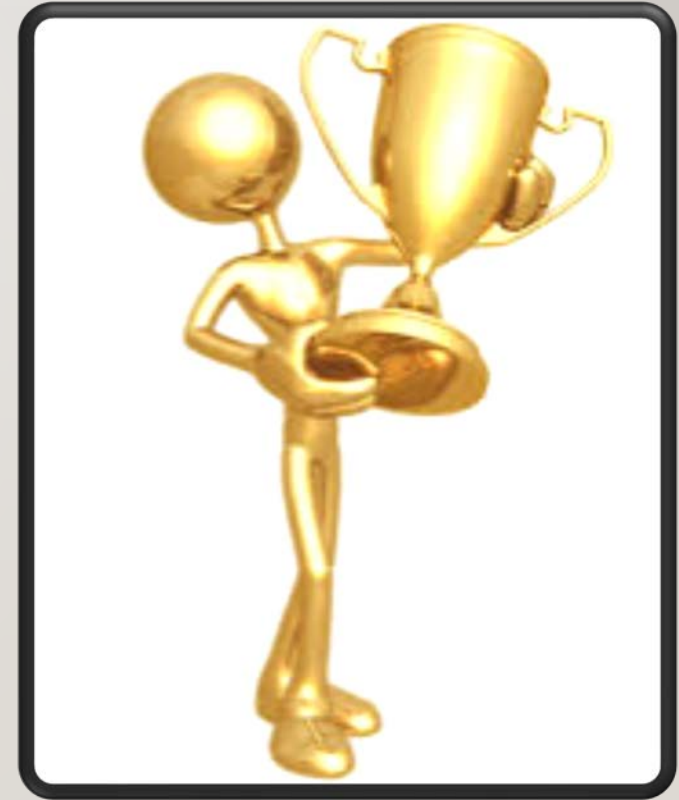
- Initial Review of Bids
- Bids sent to agency for review

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

IDAHO
Department of Administration
STATE DIVISION OF PURCHASING

Agency Search

Information for Vendors Statewide Contracts Templates and Forms Governing Laws and Policies Resources Trai
Contact Us

Important Message from the Division of Purchasing Administrator

An important message has just been released by the Division of Purchasing Administrator concerning updated purchasing procedures and statewide contract purchases related to the Novel Coronavirus (COVID-19) pandemic.
[Please click here to view the message.](#)

The DOP Administrator has issued an Emergency Declaration related to sanitation of state buildings following a COVID-19 infection. Please read the declaration carefully to ensure compliance with its conditions.
[Emergency Declaration COVID-19 for Space Sanitation](#)

We encourage everyone to visit the State's dedicated COVID-19 website at <http://coronavirus.idaho.gov> for additional information about COVID-19 in Idaho.

If you are an Idaho PPE supplier or buyer, please visit the Idaho Office of Emergency Management website at: <https://ioem.idaho.gov/>

NEW We have launched a support program to purchase and distribute masks, gloves, and sanitizer (MGS) to state agencies and political subdivisions. Visit <https://supplies.idaho.gov/>

Quick Links

Listed below are frequently viewed

- [Customer Surveys](#)
- [IPRO Bid Opportunities](#)
- [Sole Source Leg Notice](#)
- [Desk Manual revised July 2016](#)
- [Contract Administration Gu](#)
- [Training Calend](#)
- [LMS **NEW**](#)