

WHEN TO USE THE COMPETITIVE BID SOLICITATION TEMPLATE

When a commodity requires customized functions or qualities, or when a service necessitates providing a detailed description or requirements, it is best practice to use TSS OSP's CB solicitation template to execute the procurement.

The following could be examples of these kinds of purchases.

- Specialized equipment.
- Scanning records for electronic archiving.
- Tree removal for a parcel of land.

The CB template may be emailed to prospective contractors, unlike the IFB or RFP solicitations which are required by law to be publicly posted.

For more information about the solicitation templates, and about the competitive bid template specifically, go to the link for ***The Competitive Bid (CB) Template***.

Awarding a Competitive Bid Solicitation

The apparent successful contractor is the one who meets all solicitation specifications and requirements and has submitted the lowest bid.

The end user, or your agency's designated approver for the contract, must approve:

- The prospective contractor who is anticipated to receive the contract award.
- The pricing for the contract.

Upon review of the apparent award, the end user/approver has the option to request a price negotiation with the apparent successful contractor. If negotiation is requested, the buyer will handle the negotiation with the apparent successful contractor.

This negotiation process is simple, but it must be executed and documented correctly.

For details about how to correctly execute and document a negotiation, go to the link for ***Negotiation***.

Regardless of the method used to reach this point in the CB process (online comparison, phone call, email request, or formal solicitation), prior to contract award, the buyer must confirm that all approvals and documentation are in order for the award.

Preparing for contract award may include, but is not limited to:

1. Directing the contractor to register in AASIS. (For more information, go to the link for ***Finding or Creating a Vendor Record in AASIS.***)
2. Obtaining all required supplementary documentation.(For more information, go to the link for ***Supplemental Documentation for Contracts.***)

After all pre-award considerations and requirements are addressed and complete, the contract may be awarded.

To award a CB:

1. Notify the prospective contractors of the award determination. An email is typically the most efficient means for this communication.
2. Create the PO or OA (with reference to the PR, if a PR was created) and attach a copy of the successful contractor's bid submission and/or the bid tab to the PO or OA.
 - For step-by-step instruction for creating a PO or OA, see the OPM online classes.
3. Obtain the AASIS approvals necessary for the contract to be released.
 - Along with the approvals in AASIS, remember that service contracts meeting the mandated dollar thresholds for legislative review must go through the review process prior to the final AASIS release. This would apply only to higher-dollar awards to certified contractors.

For more information regarding legislative review, go to the link for ***Legislative Review and Reporting Requirements.***

4. Activate the contract (PO or OA) by executing the print function in AASIS. Provide a copy of the PO or OA to the contractor.
5. Save all hard copies of any relevant procurement documents in the procurement record.

For more information about requirements for the official procurement record, go to the link for ***Components of a Procurement Contract and the Procurement Record.***

If your organization is not an AASIS user, follow your organization's procedures to award a CB.