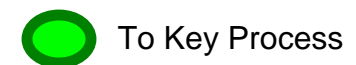
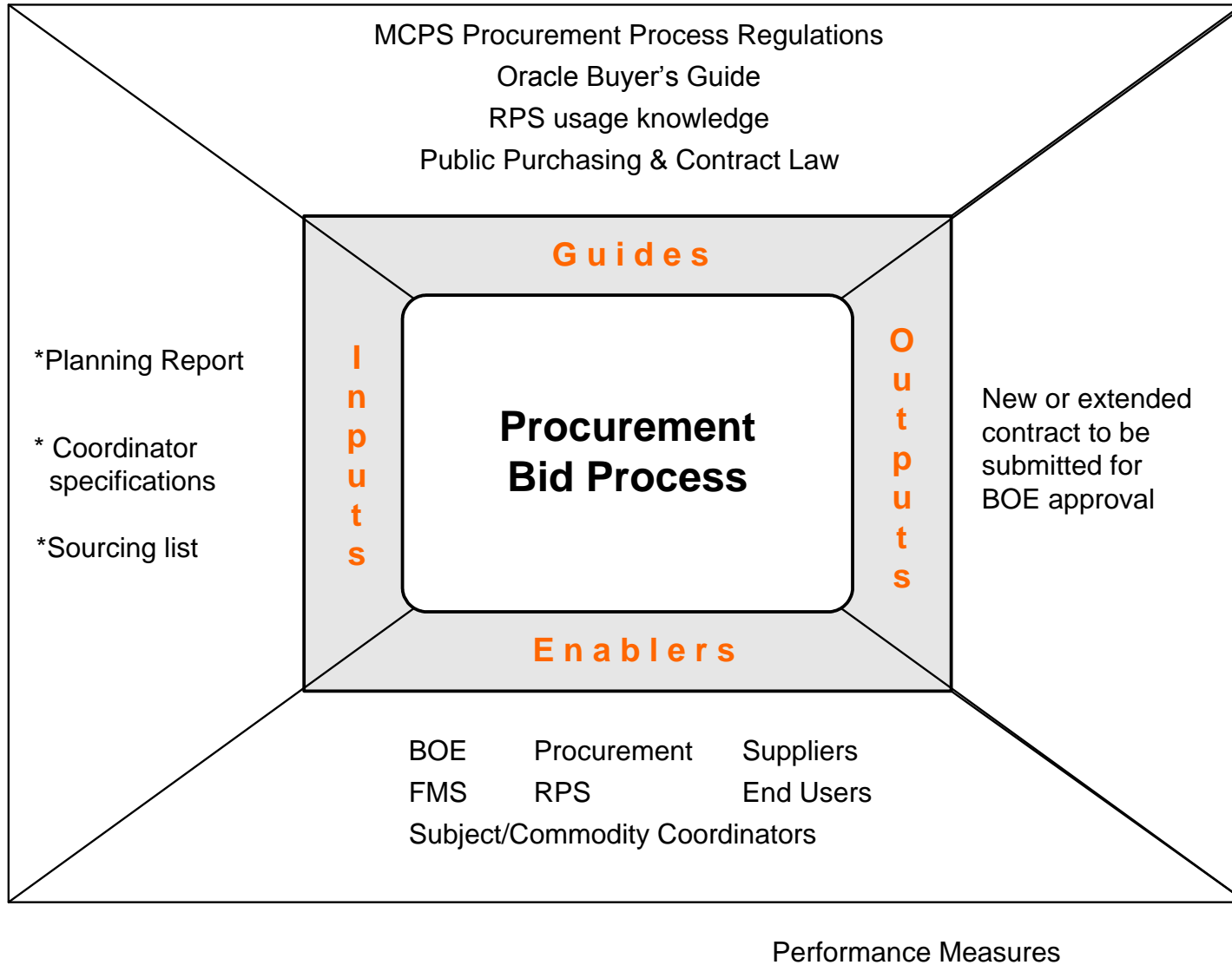


Process Begins when

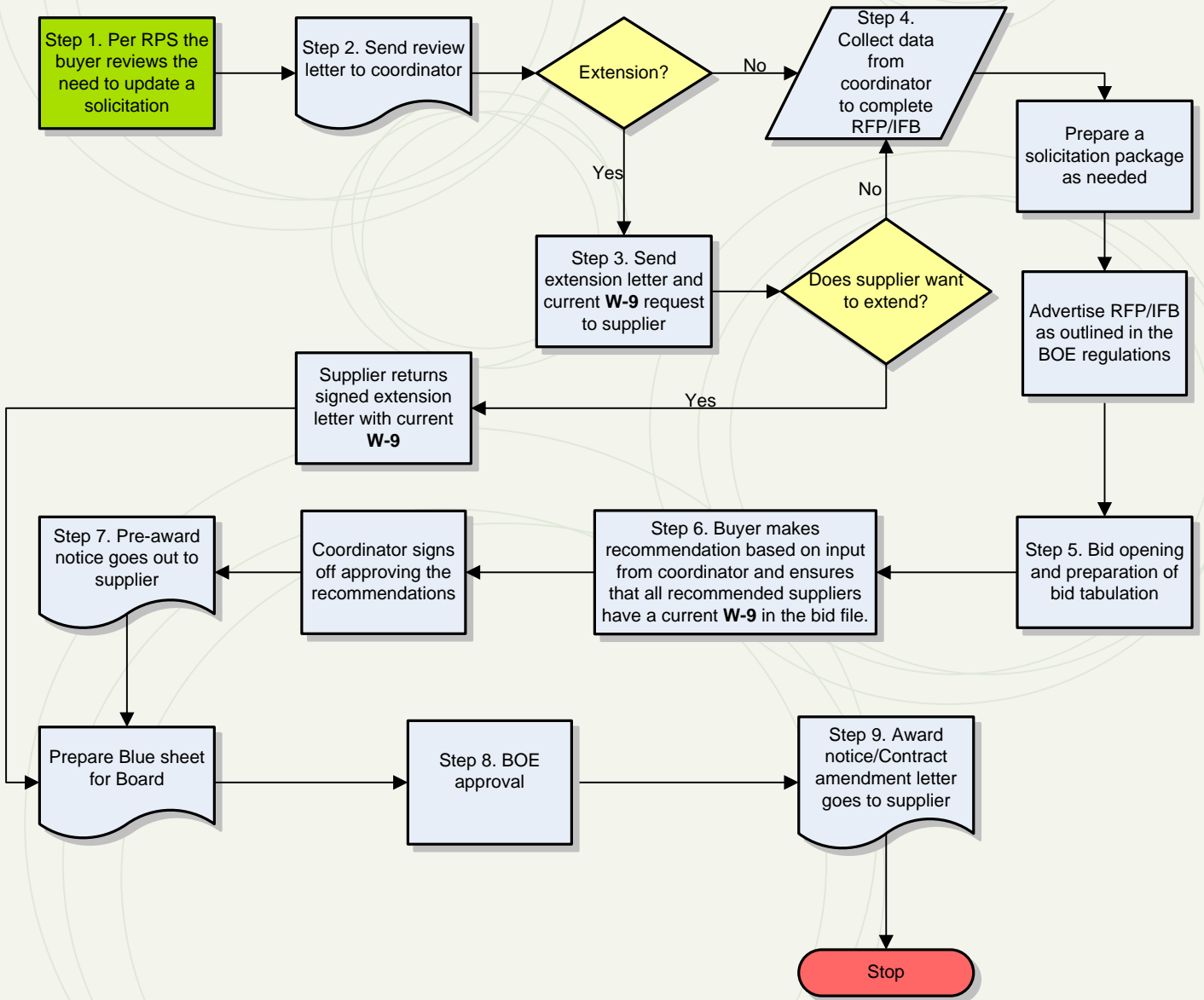
planning report reveals or a “new” need is identified by an end user that requires competitive bidding.


Process complete when


approved contract available for end user purchase.



Procurement Bid



 To Details

 Return to IGOE

MCPS Procurement Bid Process

Introduction:

The Division of Procurement will send a review memo to the coordinator following the guidelines of the established planning report five months in advance of contract expiration date. This will afford the coordinator sufficient time to recommend either to extend the contract or decide to re-bid. If there are options to extend the contract, the coordinator should explain the reason(s) for not exercising the option to extend. If re-bidding, the coordinator will develop specifications and submit them to the Division of Procurement within 30 days to allow the Buyer sufficient time to complete their process and take to the Board of Education for approval prior to the contract expiration date. This process is used to prepare an annual bid from the buyer's planning report or a "new" need as identified by an end user.

Process Description

Step 1: Buyer uses the RPS planning report as a tool to review a need to update a solicitation

Step 2: Review letter is sent to the coordinator. Coordinator determines if they want to extend the contract, if extension is available. If yes, proceed to Step 3, if no proceed to Step 4.

Step 3: Extension letter is sent to the supplier. If supplier extends, update any changes and proceed to setup blue sheet for Board approval. If there is no W-9 (Request for Taxpayer Identification Number and Certification) in the file then one must be requested before proceeding.

Step 4: New bid is prepared with revised/updated general conditions and specifications. Vendor list is prepared, advertising and solicitation is mailed.

Step 5: Bid opening, price inputting, ensuring a current W-9 is on file, and bid tabulation completed.

Step 6: Buyer makes recommendations based on input from the coordinator.

Step 7: Pre-award notices sent and blue sheet for Board material prepared.

Step 8: Board approval

Step 9: Award notices sent; contract amendment or final notification.

Stop



Return to Key Process