

PROCEDURE

Effective Date: March 19, 2018

Approved by: Chief Procurement Officer

Authority: [LAC 34:XIII.U501.A.01](#)

See Also:

[POL-U501](#) (*Methods and Thresholds for Procuring Goods & Services*)

PRO-U501.A.01 INVITATION TO BID (ITB)

This procedure applies to the purchase of goods and services subject to formal bid thresholds.

ITBs are utilized when goods and/or services being sought by the University are anticipated to be \$50,000 or greater (whether in a single or recurring procurement) and cost is the overwhelming factor in determining award. ITBs are awarded based on the lowest qualified bidder who meets the specifications, contract terms and conditions.

Definition:

1. *Invitation to Bid (ITB)* - a formal solicitation utilized to solicit bids from potential suppliers of goods and services in which an official, public communication is made to invite bidders to submit proposals by a designated day and time deadline.
2. *Recurring Procurements* – Repeated purchases of goods and services in a 12-month period based on the department’s established need.
3. *Single Procurement* – One time purchase of goods and services in conjunction with the department’s established need.

Action by:

Dean, Director or
Department Head

Purchasing Agent
(User Department)

Procurement Buyer
(Procurement Services)

Action:

1. **Assigns** responsibility for purchases to department employees and ensures that procurement duties within department are appropriately segregated.
2. **Determines** if procurement policies necessitate the need to solicit bids.
3. **Submits** a requisition in Workday, attaching detailed specifications in Microsoft Word format & Proposed Supplier Form.
4. **Reviews** requisition to ensure all requirements are met and specifications are clear.
5. **Prepares** the solicitation and sends to a minimum of five (5) suppliers.
 - a. Whenever possible, a minimum of two (2) solicited suppliers must be a Certified Diverse Supplier (Minority-Owned, Women-Owned, Veteran-Owned, Small, Emerging, or Disadvantaged Business).
6. **Posts** on LaPAC website (and advertises in a local periodical if necessary) for a minimum of ten (10) days from the initial date of posting.

7. **Posts** to LaPAC an official addenda for any questions/clarifications that may arise.
8. **Holds** an official public sealed bid opening.
9. **Tabulates** bids and routes to Purchasing Agent department for review.
10. **Evaluates** bid(s) and makes award recommendation to buyer.
11. **Evaluates** department's recommendation for award.
12. **Awards** bid and **Issues** purchase order.

Purchasing Agent
(User Department)

Procurement Buyer
(Procurement Services)