**PRODUCTION**

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**Issue Date:** 11/17/2010

**Revision Date:** 2/22/2012

- **Purpose:**

  This procedure outlines the bid process performed by Purchasing.

- **Definitions:**

  - **Bid Threshold:** The dollar amount of a purchase that determines if the bid process should be used.

  - **Invitation to Bid (ITB):** The document that describes the specifications, terms and conditions requiring a solicitation of competitive sealed bids from vendors, used for commodities or generic equipment at a fixed price or formula price, indefinite quantity discounted contract that would include renewal options.

  - **Invitation to Negotiate (ITN):** The document that describes the specifications, terms and conditions requiring a solicitation of competitive sealed replies from vendors, used for non-standard or customized highly complex products or contractual services when there are multiple options for achieving the desired results.

  - **Request for Proposal (RFP):** The document that describes the specifications, terms and conditions requiring solicitation of competitive sealed proposals from vendors, used for complex procurements to evaluate the qualifications and abilities of the vendor as well as have the vendor assist or provide the solution to the desired results.

- **Responsibility:**

  - **Department:** Responsible for developing complete and concise specifications about the goods or services that are required.
**Purchasing**: Responsible for determining whether an ITB/ITN/RFP is required in accordance with the bid threshold. Purchasing is also responsible for creating the ITB/ITN/RFP if required.

**Vendors**: Responsible for preparing and submitting bids/proposals in accordance with terms of the solicitation.

**District Board of Trustees**: Approves bids over “Category Five” [FS287.017-$325,000 for 2010] prior to purchase order and/or contract being issued.

**Procedure Details:**

1. Department contacts Purchasing with the specifications about the goods/services required.
2. Purchasing reviews the request and determines if an ITB/ITN/RFP is required based on [Florida Statute 287.017](http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.11.pdf), for category three.
3. The ITB/ITN/RFP is assembled by the Purchasing Department, advertised on the College website, and sent to all vendors on the College’s bidders’ list for that particular product or service.
4. Sealed bids are accepted in Purchasing from vendors up to the specified date and opened at the specified time. Late/Non-Conforming Bids are rejected.
5. Evaluation Committee analyzes bids/proposals and recommends an award to the lowest bidder, best qualified proposer, or committee evaluation recommendation.
6. Purchasing oversees bid process at all stages to insure legality and process compliance.
7. Purchasing submits bid to Board of Trustees for approval if required.
8. Purchasing provides instructions and copy of bidder’s proposal and pricing to requesting department.
9. Department enters requisition for product or services to awarded vendor.
10. Purchasing issues Purchase Order to vendor.

**References:**

College Board Policy:

6Hx-18-4.11


6Hx-18-4.12

Florida Statutes: Chapter 287

http://flsenate.gov/Laws/Statutes/2012/Chapter287

SBE Rules: 6A-14.0734