



POLICIES AND PROCEDURES

Policy # 010

Subj: Division of Purchasing & General Services' Policy Regarding Re-solicitations

Effective Date: June 1, 2013

Ref: 63G-6a-102, 63G-6a-802(6)

Purpose:

The purpose of this policy is to set forth the course of action and procedure for procurement officers, purchasing agents and employees of State Purchasing regarding re-solicitations or the re-issuance of procurement documents issued by the Purchasing Section on behalf of executive branch procurement units without independent procurement authority. This policy is intended to provide increased economy in state procurement activities and foster broad-based competition within the free enterprise system.

Background:

State Purchasing issues solicitation documents, e.g. Invitations for Bids (IFB) and Requests for Proposals (RFP) on behalf of state agencies that do not have the authority to conduct their own procurements for the goods and services they need to perform their missions.

When a solicitation is issued and no bids or proposals have been received, the state agency on whose behalf the procurement is being conducted, will request a re-issuance of the same procurement documents in an attempt to generate competition. The requests for re-issuance may be for multiple attempts without modifications to the procurement documents.

Policy:

A. In the event there is no response to an initial solicitation, State Purchasing may:

- 1) Contact the known vendor community to determine why there were no responses to the solicitation;

- 2) Research the potential vendor community; and,
- 3) Based upon the information gathered in steps 1 and/or 2 above, require the state agency to modify the solicitation documents.

B. After the re-issuance of a solicitation, if there is still no competition or there is determined to be insufficient competition, State Purchasing will require the state agency to either modify the procurement documents or cancel the requisition.

C. At the discretion of State Purchasing, procurement documents that have not been modified will be re-issued no more than three times in an attempt to obtain competition.

D. All re-issued solicitations shall retain the original solicitation number preceded by a -1, -2 or -3 and include the term "in lieu of" following the numeric designation of the re-solicitation. For example, NS13028-2 "In Lieu of"

E. As a result of items 1 and 2 in Subsection A of this policy, State Purchasing may authorize the extension of an existing contract for a reasonable period of time without engaging in a standard procurement process if:

- 1) The standard procurement process(es) has been conducted and there has been no response resulting in a delay; or,
- 2) Changes in industry standards require significant changes to specifications for the procurement item.