

BID LISTS	Title:	Contents: P-0300
		Submitted By: Purchasing Division
		Approved By: Purchasing Agent
Effective Date: 11/22/16	Supersedes No.: 6/10/09	Page No. 1 of 2

Bid List Standards and Criteria

Standardized bid lists are maintained in eCAPS and on the Countywide vendor registration system (WebVen), and are electronically available on-line for use by County departments and vendors alike. The County uses industry-standard, National Institute of Government Purchasing (NIGP) commodity codes to identify vendor commodity and services offerings. When a solicitation with a purchase value of \$10,000 or more is created in eCAPS, a required notice of the solicitation is posted on the County's Bid webpage*. Thereafter, any vendor registered in the WebVen system who is registered with the associated bid commodity code will receive notice of the solicitation, via electronic mail.

*Exception: Purchases made via the Simplified Acquisition Process (SAP) are exempt from this requirement. See Policy P-4700

In addition, system generated bid lists may be accessed, by commodity, through the County's internet and intranet websites. These lists are designated and used to elicit competitive participation in the solicitation process. Such competition inspires public confidence that commodities and services are awarded equitably and economically.

Any vendor listed in a given commodity may participate in a solicitation posted on the County's web page by downloading the solicitation, or by contacting the listed Purchasing Agent conducting the bid solicitation.

Bid List Selection Guidelines

The number of vendors selected to participate in a solicitation from a WebVen generated bid list will be established by the commodity or service purchase value, using the following guidelines:

Purchase Value	Recommended Number of Vendors to Contact	Number of Quotes Required
Up to \$1,500	2 – 4 different vendors	Department must obtain one quote.
\$1,501 to \$5,000	3 – 6 different vendors	Department must obtain three quotes from three different vendors, unless the department selects a certified PPE
\$5,001 to \$10,000 (*Note: Only applicable to departments with \$15,000 delegated purchasing authority)	3 – 10 different vendors	Departments must obtain three quotes from three different vendors* <u>OR</u> two quotes from two PPEs
\$10,001 to \$24,999	3-6 PPE vendors or All vendors registered on WebVen for the specified commodity code	Departments must obtain two quotes from two PPEs <u>OR</u> submit an electronic requisition to ISD Purchasing for a formal solicitation.
\$25,000 and over	All vendors registered on WebVen for the specified commodity code	Departments must submit an electronic requisition to ISD Purchasing for a formal solicitation.

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		Page No.	2 of 2

Revised Bidding Thresholds to Increase Preference Program Entity (PPE) Participation :

- Under delegated purchasing authority, County departments are authorized, on a spot purchase basis, to acquire goods or services up to \$5,000 by obtaining only one quote if they purchase those goods or services directly from a certified PPE vendor.
- Departments are authorized, on a spot purchase basis, to acquire goods or services from \$5,001 to \$24,999 by obtaining two quotes from two certified PPE vendors.
- Otherwise, the departments are required to obtain a minimum of three different quotes for any requirements over \$1,500 and up to \$10,000 (based on delegated authority).

In implementing this process, County departments are to ensure that PPE vendors are used on a rotational basis to meet the department’s requirements.

For all solicitations under delegated authority, departments are strongly encouraged to identify and solicit the participation of PPE vendors.

Rotation of Registered Vendors

Where pricing and products are comparable, a rotation of registered vendors is necessary to afford the opportunity to, and competition in, the vendor community. The rotation is predicated on the number of participants required for any given solicitation.

As a general rule, whenever six (6) or more vendors are invited to participate in a solicitation, at least half of the selected vendors should be other than those used in the previous bid. Of the vendors previously used, only the most responsive (including the lowest bidder) should be invited to participate.

Example: When a solicitation consisting of six vendors is conducted, at least three vendors, not previously used, should be invited to participate in the bid process.

System Tracking of Vendor Responsiveness

Vendors who do not bid, but respond with an on-time “no bid” are recorded in eCAPS as responding to the bid solicitation. For rotational purposes, a rescinded or “no bid” response will count as a bid.