

## Formal Bid Process

<b>PROCESS – All purchases meeting or exceeding the bid threshold must be processed as outlined below. The Bid threshold as of 1/1/2015 is \$86,000.00.*</b>		<b>TIMELINE</b>	<b>CUMULATIVE TIMELINE</b>
1	Requestor emails a minimum of one quote and specifications of purchase to Purchasing for bid packet. Specifications are to be a list of needed characteristics of the items/services requested with minimum and critical needs noted (a list of preferred characteristics can also be submitted); specifications from a specific vendor are NOT acceptable.		
2	Once Purchasing receives quote(s) and specifications, they review and send to department dean for approval.	2 weeks	
3	If CMAS/Piggy Back is not available, Purchasing prepares to go out to bid. Requestor can also send to Purchasing a list of recommended suppliers to send the bid packet information to, or purchasing can find vendors. If CMAS/Piggy Back is available, formal bidding is not needed (skip to step 8).		
4	Purchasing assigns bid #, prepares bid packets, prepares the “Notice to Contractors Calling for Bids” and then advertises for 2 Saturdays (bid packets are made available 1 day prior to advertising via the purchasing website).	2 weeks (minimum)	4 weeks
5	Purchasing performs public bid reading of submitted bids announcing vendor name and amounts.		
6	Purchasing forwards copy of submitted bids to Requestor for review and determination of compliance with specifications. Requester will then notify purchasing which bids do and do not meet specifications.		
7	Purchasing determines the vendor to award bid to within 60 days of bid opening date and sends agreement/contract to vendor if necessary.	2 weeks	6 weeks
8	Purchasing and Requester prepare Board Communication for Purchase and include in next scheduled Board meeting.	2-4 weeks	8-10 weeks
9	Requester submits an Electronic Requisition. Once approved, Purchasing sources into Purchase Order.		
10	After board approves selection, Purchasing forwards Purchase Order to vendor.	2 weeks	10-12 weeks
11	Purchasing creates bid file with: PO, PR, Board Communication, Proof of Publication, Advertising invoice copies, Awarded Bid, Agreement Form.		

\* Bid Threshold as of 1/1/2015 (CCC Chancellor's Office). Subject to adjustment each year for inflation.

**Note that this timeline is for Purchasing's process of the bid and does not include review timelines for the requester or processing/shipping times for the vendor.**