



Tips and Recommendations for Reverse Auctions

In order to improve the overall experience of the Reverse Auction, a list of recommendations have been outlined below:

Prior to the Reverse Auction:

- 1. Hold a vendor pre-auction conference (in person or conference call).**
 - a. A pre-auction conference can provide helpful information to vendors about the Reverse Auction.
 - i. Common issues can be discussed.
 - ii. Auction settings can be explained such as Automatic Extensions, Sequential Line Items, Lot Items, and/or Bid Decrements.
 - iii. A demonstration can make vendors more comfortable with auction navigation.

- 2. Request OPTFM assistance with suggestions for RFQF setup and Reverse Auction Configuration.**
 - a. Agencies should ensure the procurement is competitive by including all vendors who provide the commodity.
 - b. OPTFM can offer help in determining the auction length, configuration settings, starting price, and bid decrements.
 - c. Agencies can request to have Reverse Auctions take place at DFA. Agencies should communicate this to MASH@dfa.ms.gov and OPTFM early in the process in order to reserve computer labs and ensure staff is available. DFA labs can be reserved Tuesday and Thursday 2:00 pm to 4:00 pm only.

- 3. Pre-auction system checks by the vendor.**
 - a. Vendors should check that the vendor account has access to the auction document. Some vendors have multiple accounts.
 - b. Verify that the computer(s) being used for the auction meet the technical requirements. Vendors will need to use Internet Explorer (version 11) and Java must version 7.0 or higher.
 - i. The steps to verify technical settings should be included in communication to qualified vendors.
 - ii. Vendors should submit a screenshot of the Reverse Auction Cockpit to the procuring agency 48 hours prior to the auction start time. Often vendors think displaying the Auction document confirms access. However, they must click the **“Live Auction”** button to verify access.

- 4. Add bidder contacts**
 - a. Add all vendor accounts to the auction document. Sometimes an RFQF will be submitted by an employee other than the one who will participate in the auction.
 - b. Develop a list of vendor phone numbers in case a bidder needs to be contacted during the auction.