

Reverse Auction (RFQF) Attachments Checklist

- (1) **General Conditions**- This section is sometimes referred to as the “boilerplate”. This section includes instructions and information which should be considered by the bidders. This information is standard for all bids and may include how to complete and submit the bid forms, how errors will be handled, how to obtain clarification of the specifications, etc.
 - a. **The Timing of the Auction (RA Requirement)**- The Invitation for Bids shall be advertised in accordance with Section 3.106.05.4 herein, and the deadline to receive initial responses by suppliers shall be not less than seven (7) working days after the last notice appears in the newspaper. After such deadline has passed, the submissions shall be taken under advisement for prequalification. The reverse auction should occur only after the purchasing agent has had sufficient time to prequalify the suppliers. Such anticipated time shall be included in the Invitation for Bids Packet; however, the purchasing agent should reserve the right to extend the auction date if necessary to complete prequalification.
 - b. **Quotes (RA Requirement)**- Responding suppliers must provide a quote with the initial response. Quotes are utilized by the purchasing agent to determine market pricing and set the auction parameters (e.g., Start Price).
 - c. **The Award Process (RA Requirement)**- Suppliers should be advised that no award will automatically result from a reverse auction, and that the purchasing entity will review the results of the auction and make a determination in a timely manner.

- (2) **Instructions and Special Conditions** - This section includes instructions and information which is pertinent and unique to the particular Invitation for Bids. This may include special delivery requirements, bonding, installation, etc. This section should include information concerning the method used to evaluate and award the contract (i.e., all or none, line item, life-cycle-cost, etc.)
 - a. **Instructions on Accessing the Auction (RA Requirement)**- Suppliers should be given detailed instructions on how to access the reverse auction event, including how to gain access to the system utilized and what technical requirements may be involved. However, no supplier may be prohibited from participating in person by paper through surrogate bidding.

- (3) **Specifications**- This section should clearly describe the minimum requirements and any testing requirements.
 - a. **The Prequalification Process (RA Requirement)**- The initial response to the Invitation for Bids shall include a proposed product, including specifications and/or samples, for the

purchasing entity to evaluate and determine responsiveness to requirements. Once a supplier's product is determined to be responsive, the supplier may participate in the reverse auction.

(4) Bid Form (Paper Responses)- A bid form should be provided so that all bidders are submitting pricing in a similar format. Instructions on the proper completion of the bid form should be included if needed.

(5) Execution Page- The packet should include a page for the bidder to complete showing bidder information such as name, contract administrator, address, phone, e-mail, fax, etc. This should also include a space for the bidder to provide a signature indicating the bidder's acceptance of the terms and conditions and commitment to honoring the prices bid.