ATTACHMENT F

STANDARD OPERATING PROCEDURES

NEBRASKA Administrative Services Materiel Division	SOP Number & Name:	SOP 1, File Configuration & Maintenance
	Revision Number:	Original
	Implementation Date:	12/04/2012
State Purchasing Bureau	Last Reviewed/Update Date:	5/2/2014
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, File Configuration & Maintenance

1. Overview

"File Configuration & Maintenance" will begin on commodity files when the State Purchasing Bureau (SPB) Staff Assistant receives and prints a submitted requisition. Staff Assistant will begin the filing process by starting the "Timeline" and completing the requisition filing within the classification folder.

Purchase Orders and Direct Purchase Authorities will not remain within a classification folder. At the time the Staff Assistant begins the filing process, it is unknown if the requisition will become an Invitation to Bid (ITB), One Time Purchase: Bid by State Purchasing Bureau, One Time Purchase: Requisition to Purchase Order, or Direct Purchase Authority (DPA). Therefore, the Staff Assistant will treat every submitted requisition as if it will become an ITB.

"File Configuration & Maintenance" will begin on service files when a State Procurement Supervisor assigns an RFI or RFP to a Buyer. The State Procurement Supervisor will begin the filing process by completing the "Timeline."

The ITB/RFP will be housed within a red rope. The related awarded contract and renewals/extensions will also be housed within the red rope, with the most current classification folder on top.

During configuration process and filing of documentation, the folder is being built from the bottom up, with the newest documentation on top. See Appendices A through L.

Refer to SOP, Purpose & Scope for descriptions on classification folders.

Purpose of "Timeline" is to provide a documented history of the procurement process, resulting in the contract. Refer to SOP 2, Timeline Form for events to be logged on "Timeline."

2. *Procedure*

I. Commodity Red Rope

A. Invitation to Bid (ITB) File (See Appendix A)

1. Timeline (Surface 1)

   "Timeline" for an ITB is to include all procurement activities beginning with the receipt of the requisition and continuing throughout the ITB cycle.

2. Requisition (Surface 2)

   Items to be placed in this filing surface in order, top to bottom:

   i. Agency requisition
   ii. Approval route
   iii. Agency documents submitted with requisition

3. Buyer Working Documents (Surface 3)

   Items to be placed in this filing surface in order, top to bottom:

   i. Buyer Solicitation Form (Purple Sheet)
   ii. Final Draft Bid Documents and Specifications
   iii. Reference/Vendor List

4. ITB Posting and Solicitation (Surface 4)

   Items to be placed in this filing surface in order, top to bottom:

   i. Solicitation Letter
   ii. Posted ITB with specifications
   iii. Reference/Vendor List

5. Addenda with Supporting Documents (Surface 5)

   Items to be placed in this filing surface in order, top to bottom:

   i. "Addendum #" goldenrod-colored divider sheet
   ii. Posted addendum
   iii. Working documents and emails related to addendum, newest on top

   First numerically posted addendum will be placed on the bottom of the filing surface with each subsequent addenda and related working documents layered above the previous addenda.

6. Bid Tabs (Surface 6)

   Items to be placed in this filing surface in order, top to bottom:

   i. Awarded Bid Tab
      a. "Awarded Bid Tab" goldenrod-colored divider sheet
      b. Awarded Bid Tab

   ii. Working Bid Tab
      a. "Working Bid Tab" goldenrod-colored divider sheet
      b. Working Bid Tab

   iii. Original Bid Tab
      a. "Original Bid Tab" goldenrod-colored divider sheet
      b. Original Bid Tab – ***Do not write on the original posted Bid Tab***

iv. Bid Log
    a. "Bid Log" goldenrod-colored divider sheet
    b. Bid Log

7. Other Correspondence & Draft or Working Documents (Surfaces 7 & 8)
   Items to be placed in this filing surface in order, top to bottom:
   i. "Correspondence" goldenrod-colored divider sheet
   ii. Correspondence
   iii. Working Draft Documents

   Correspondence begins on Surface 8 and overflow continues on Surface 7, if needed. "Correspondence" goldenrod-colored divider sheet is to be placed only once on each filing surface, on top of all correspondence.

All received proposals should be placed in the back of the red rope, behind the ITB classification folder, in alphabetical order by supplier.

B. Commodity Contract, Initial Award File (See Appendix B)

1. Timeline (Surface 1)

   "Timeline" for a commodity contract is to include all procurement activities and file access beginning with the receipt of the agency award recommendation and continuing throughout the contract cycle.

   A copy of the ITB Timeline is to be made and placed under the new Timeline beginning the Initial Contract Award file.

2. Contract Summary (Surface 2)

   The "Contract Summary" is the only document inserted in this surface.
   - Refer to SOP 3, Contract Summary Form for details on completing this form

3. Original Contract Award & Amendments (Surface 3)

   Items to be placed in this filing surface in order, top to bottom:

   i. Amendment Two, Three, etc.
      a. "Amendment #" goldenrod-colored divider sheet
      b. Original Amendment

   ii. Amendment One
      a. "Amendment One" goldenrod-colored divider sheet
      b. Original Amendment

   iii. Contract Award
      a. "Contract Award" goldenrod-colored divider sheet
      b. Original Contract Award

4. Buyer Instructions & Documentation (Surface 4)

   Items to be placed in this filing surface in order, top to bottom:

   i. Amendment Two, Three, etc.
      a. "Amendment #" goldenrod-colored divider sheet
      b. Buyer Instructional Form (Pink Sheet)
      c. Draft Documents
      d. Related documentation in date order, newest on top

   ii. Amendment One
      a. "Amendment One" goldenrod-colored divider sheet
      b. Buyer Instructional Form (Pink Sheet)
      c. Draft Documents
      d. Related documentation in date order, newest on top

   iii. Contract Award
      a. "Contract Award" goldenrod-colored divider sheet
      b. Buyer Instructional Form (Pink Sheet)
      c. Secretary of State verification
      d. Draft Documents
      e. Related documentation in date order, newest on top

5. Agency Recommendation for Award (Surface 5)
   Items to be placed in this filing surface in order, top to bottom:
   i. Award of Bid
      a. "Award of Bid" goldenrod-colored divider sheet
      b. Award of Bid (AOB), if applicable

   ii. Agency Recommendation
      a. "Agency Recommendation" goldenrod-colored divider sheet
      b. Agency Recommendation for award

   iii. Awarded Vendor Bid
      a. "Awarded Vendor Bid" goldenrod-colored divider sheet
      b. Original Awarded Vendor Bid –A copy of the vendor bid may be made for working documentation use; **do not alter the original bid**.

6. Awarded Bid Tab (Surface 6)
   Awarded Bid Tab is the only document inserted on this surface

7. Quantity Increase Requests (Surface 7)
   Items to be placed in this filing surface in order, top to bottom:
   i. "Quantity Increase" goldenrod-colored divider sheet
   ii. Quantity Increase Checklist
   iii. "Request to Increase Quantity or Modify Contract / Purchase Order Deliverable Information" form
   iv. Original request from agency
   v. Correspondence, newest on top

   The initial Quantity Increase Request will be placed on the bottom of the filing surface with each subsequent request and related correspondence layered above.

8. Vendor Performance Reports (Surface 8)
   Items to be placed in this filing surface in order top to bottom:
   i. "Vendor Performance Report" goldenrod-colored divider sheet
   ii. Vendor Performance Report
   iii. Correspondence

   The initial Vendor Performance Report will be placed on the bottom of the filing surface with each subsequent report and related correspondence layered above.

C. Commodity Contract, Renewal/Extension File (See Appendix C)

1. Timeline (Surface 1) (see Appendix L)
   "Timeline" for a commodity renewal/extension is to include all procurement activities and file access beginning with the initiation of the renewal process and continuing throughout the contract cycle.

   A copy of the Initial Award Timeline and the ITB Timeline is to be made and placed under the new Timeline beginning the Contract Renewal/Extension file.

2. Contract Summary (Surface 2)
   The "Contract Summary" is the only document inserted in this surface.
   - Refer to SOP 3, Contract Summary Form for details on completing this form

3. Contract Renewal/Extension & Amendments (Surface 3)
   Items to be placed in this filing surface in order, top to bottom:
   i. Amendment Two, Three, etc.
      a. "Amendment #" goldenrod-colored divider sheet
      b. Original Amendment

   ii. Amendment One
      a. "Amendment One" goldenrod-colored divider sheet
      b. Original Amendment

   iii. Contract Renew/Extension
      a. "Contract Award" goldenrod-colored divider sheet
      b. Original Contract Renewal/Extension

4. Buyer Instructions & Documentation (Surface 4)
   Items to be placed in this filing surface in order, top to bottom:
   i. Amendment Two, Three, etc.
      a. "Amendment #" goldenrod-colored divider sheet
      b. Buyer Instructional Form (Pink Sheet)
      c. Draft Documents
      d. Related documentation in date order, newest on top

   ii. Amendment One
      a. "Amendment One" goldenrod-colored divider sheet
      b. Buyer Instructional Form (Pink Sheet)
      c. Draft Documents
      d. Related documentation in date order, newest on top

   iii. Contract Award
      a. "Contract Renewal" or "Contract Extension" goldenrod-colored divider sheet
      b. Buyer Instructional Form (Pink Sheet)
      c. Draft Documents
      d. Related documentation in date order, newest on top

5. Renewal/Extension Approvals & Recommendations (Surface 5)
   Items to be placed in this filing surface in order, top to bottom:
   i. Renewal/Extension Letter
      a. "Signed Renewal Letter" or "Signed Extension Letter" goldenrod-colored divider sheet
      b. Signed vendor letter to renewal/extension – including related documentation

   ii. Agency Recommendation
      a. "Agency Recommendation" goldenrod-colored divider sheet
      b. Agency recommendation for renewal/extension

6. Quantity Increase Requests (Surface 6)
   Items to be placed in this filing surface in order, top to bottom:
   i. "Quantity Increase" goldenrod-colored divider sheet
   ii. Quantity Increase Checklist
   iii. "Request to Increase Quantity or Modify Contract / Purchase Order Deliverable Information" form
   iv. Original request from agency
   v. Correspondence, newest on top

   The initial Quantity Increase Request will be placed on the bottom of the filing surface with each subsequent request and related correspondence layered above.

7. Other (Surface 7)
   i. Information that does not apply to other filing surfaces

8. Vendor Performance Reports (Surface 8)
   Items to be placed in this filing surface in order top to bottom:
   i. "Vendor Performance Report" goldenrod-colored divider sheet
   ii. Vendor Performance Report
   iii. Correspondence

   The initial Vendor Performance Report will be placed on the bottom of the filing surface with each subsequent report and related correspondence layered above.

II. Other Commodity Files

A. One Time Purchase: Bid by SPB
The pressboard classification folder and documentation remain intact until the Purchase Order has been signed by the appropriate staff members.

Documents will be placed in the following order after signatures, top to bottom:

1. Change Order, if applicable
   i. Blue Change Order **(Entire copy of Change Order to be on blue colored paper)**
   ii. Original Change Order
   iii. Buyer Instructional Form (Pink Sheet)
   iv. Draft Documents
   v. Related documentation in date order, newest on top

2. Purchase Order
   i. Blue Purchase Order **(Entire copy of Purchase Order to be on blue colored paper)**
   ii. Original Purchase Order
   iii. Time Line
   iv. Buyer Instructional Form (Pink Sheet)
   v. Secretary of State verification
   vi. Draft Documents
   vii. Related documentation in date order, newest on top

3. Agency Recommendation for Award
   i. Award of Bid
      a. “Award of Bid” goldenrod-colored divider sheet
      b. Award of Bid (AOB), if applicable

   ii. Agency Recommendation
      a. “Agency Recommendation” goldenrod-colored divider sheet
      b. Agency Recommendation for award

   iii. Awarded Vendor Bid
      a. “Awarded Vendor Bid” goldenrod-colored divider sheet
      b. Original Awarded Vendor Bid –A copy of the vendor bid may be made for working documentation use; **do not alter the original bid**.

8. Requisition
   i. Agency requisition
   ii. Approval route
   iii. Agency documents submitted with requisition

9. Buyer Working Documents
   i. Buyer Solicitation Form (Purple Sheet)
   ii. Final Draft Bid Documents and Specifications
   iii. Reference/Vendor List

10. ITB Posting and Solicitation
   i. Solicitation Letter
   ii. Posted ITB with specifications
   iii. Reference/Vendor List

11. Addenda with Supporting Documents
    i. "Addendum #" goldenrod-colored divider sheet
    ii. Posted addendum
    iii. Working documents and emails related to addendum, newest on top

    First numerically posted addendum will be placed on the bottom with each subsequent addenda and related working documents layered above the previous addenda.

12. Bid Tabs
    i. Awarded Bid Tab
        a. "Awarded Bid Tab" goldenrod-colored divider sheet
        b. Awarded Bid Tab

    ii. Working Bid Tab
        a. "Working Bid Tab" goldenrod-colored divider sheet
        b. Working Bid Tab

    iii. Original Bid Tab
        a. "Original Bid Tab" goldenrod-colored divider sheet
        b. Original Bid Tab – Do not write on the original posted Bid Tab

    iv. Bid Log
        a. "Bid Log" goldenrod-colored divider sheet
        b. Bid Log

13. Miscellaneous Email/Documents, in date order
14. All remaining proposals in alphabetical order by supplier, followed by no bids in alphabetical order.

B. One Time Purchase: Requisition to Purchase Order
   The pressboard classification folder and documentation remain intact until the Purchase Order has been signed by the appropriate staff members.

   Documents will be placed in the following order after signatures, top to bottom:

   1. Change Order, if applicable
      i. Blue Change Order **(Entire copy of Change Order to be on blue colored paper)**
      ii. Original Change Order
      iii. Timeline Form
      iv. Buyer Instructional Form (Pink Sheet)
      v. Secretary of State verification
      vi. Draft Documents
      vii. Related documentation in date order, newest on top

   2. Purchase Order
      i. Blue Purchase Order **(Entire copy of Purchase Order to be on blue colored paper)**
      ii. Original Purchase Order
      iii. Timeline Form
      iv. Buyer Instructional Form (Pink Sheet)
      v. Draft Documents
      vi. Related documentation in date order, newest on top

   3. Requisition
      i. Agency requisition
      ii. Approval route
      iii. Agency documents submitted with requisition, to include three quotes or other justification

   4. Buyer Working Documents
      i. Buyer Solicitation Form (Purple Sheet)
      ii. Final Draft Bid Documents and Specifications

C. Direct Purchase Authority (DPA)
   The pressboard classification folder and documentation remain intact until the OO requisition has been generated and printed. The OO requisition represents that the agency has Direct Purchase Authority.

   1. Printed OO Requisition
   2. Timeline Form
   3. Agency requisition
      i. Stamped, Signed and Dated by Buyer
      ii. Intitialed and Dated by State Procurement Supervisor – All DPA's

   4. Approval route
   5. Agency documents submitted with requisition
   6. Correspondence, newest on top

III. Services Red Rope

A. Request For Information (RFI)

1. Timeline (Surface 1) (see Appendix L)
   "Timeline" for a RFI is to include all procurement activities and file access beginning with the onset of the service project and continuing throughout the RFI cycle.

2. Agency Request for RFI (Surface 2)
   Items to be placed in this filing surface in order, top to bottom:
   i. Agency informal request
   ii. Approval submitted boilerplate

3. Buyer Working Documents (Surface 3)
   Items to be placed in this filing surface in order, top to bottom:
   i. Buyer Solicitation Form (Purple Sheet)
   ii. Final RFI Draft Documents
   iii. Reference/Vendor List

4. RFI Posting and Solicitation (Surface 4)
   Items to be placed in this filing surface in order, top to bottom:
   i. Solicitation Letter
   ii. Reference/Vendor List
   iii. Posted RFI and attachments
   iv. Public Notices and newspaper fax acknowledgements

5. Addenda with Supporting Documents (Surface 5)
   Items to be placed in this filing surface in order, top to bottom:
   i. "Addendum #" goldenrod-colored divider sheet
   ii. Posted addendum
   iii. Working documents and emails related to addendum, newest on top

   First posted addendum, by date, is to be placed on the bottom of the filing surface with each subsequent addenda and related working documents layered above the prior addenda.

6. RFI Opening Documents (Surface 6)
   Items to be placed in this filing surface in order, top to bottom:
   i. List of Respondents (Posted)
   ii. Bid Log

7. Oral Interviews/Demonstrations, is applicable(Surface 7)
   Items to be placed in this filing surface in order, top to bottom:
   i. Results of Oral Interview/Demonstration
   ii. Oral Interview/Demonstration responses
   iii. Oral Interview/Demonstration letters

   Working documents are to be placed underneath the related item it refers to.

8. Other Correspondence & Draft/Working Documents (Surface 8)
   Items to be placed in this filing surface in order, top to bottom:
   i. "Correspondence" goldenrod-colored divider sheet
   ii. Correspondence
   iii. Working Draft Documents

   "Correspondence" goldenrod-colored divider sheet is to be placed only once on the filing surface, on top of all correspondence.

B. Request For Proposal (RFP) File (See Appendix D)

1. Timeline (Surface 1) (see Appendix L)
   "Timeline" for a RFP is to include all procurement activities and file access beginning with the onset of the service project and continuing throughout the RFP cycle.

2. Requisition (Surface 2)
   Items to be placed in this filing surface in order, top to bottom:
   i. Agency requisition
   ii. Approval route
   iii. Agency documents - submitted with the requisition

3. Buyer Working Documents (Surface 3)
   Items to be placed in this filing surface in order, top to bottom:
   i. Buyer Solicitation Form (Purple Sheet)
   ii. Final RFP Draft Documents
   iii. Reference/Vendor List

4. RFP Posting and Solicitation (Surface 4)
   Items to be placed in this filing surface in order, top to bottom:
   i. Solicitation Letter
   ii. Reference/Vendor List
   iii. Posted RFP and attachments
   iv. Public Notices and newspaper fax acknowledgements

5. Addenda with Supporting Documents (Surface 5)
   Items to be placed in this filing surface in order, top to bottom:
   i. "Addendum #," "Intent to Attend," etc. goldenrod-colored divider sheet
   ii. Posted addendum
   iii. Working documents and emails related to addendum, newest on top

   First posted addendum, by date, is to be placed on the bottom of the filing surface with each subsequent addenda and related working documents layered above the prior addenda.

   This surface includes Pre-Proposal Conference, Intent to Attend, all Questions and Answers, and other related RFP events in order of occurrence, prior to the RFP opening date.

6. Proposal Opening Documents (Surface 6)
   Items to be placed in this filing surface in order, top to bottom:
   i. List of Respondents (Posted)
   ii. Mandatory Requirement Review
   iii. Bid Log
   iv. Evaluation Criteria
      a. Posted Evaluation Criteria
      b. Correspondence, newest on top

   v. Intent to Submit Proposal
      a. "Intent to Submit Proposal" Goldenrod-colored divider
      b. Posted Addendum
      c. Correspondence, newest on top

7. Evaluation & Scoring (Surface 7)
   Items to be placed in this filing surface in order, top to bottom:

i. Intent to Award (Posted)
ii. Final Scoring Documents, including Oral Interviews and Best and Final Offer (BAFO), if applicable
iii. Emails and documentation relating to scoring events are filed within each event in order of occurrence.

8. Other Correspondence & Draft/Working Documents (Surface 8)
Items to be placed in this filing surface in order, top to bottom:
i. "Correspondence" goldenrod-colored divider sheet
ii. Correspondence
iii. Working Draft Documents

"Correspondence" goldenrod-colored divider sheet is to be placed only once on the filing surface, on top of all correspondence.

C. Service Contract, Initial Award File (See Appendix E)

1. Timeline (Surface 1) (see Appendix L)
   "Timeline" for a service contract is to include all procurement activities and file access beginning with the receipt of the agency award recommendation and continuing throughout the contract cycle.

   A copy of the RFP Timeline is to be made and placed under the new Timeline beginning the Initial Service Contract Award file.

2. Proof of Need (Surface 2)
   The Proof of Need analysis documentation is the only insertion in this surface. If no Proof of Need is applicable, leave blank.

3. Contract Summary (Surface 3)
   The "Contract Summary" is the only document inserted in this surface.
   - Refer to SOP 3, Contract Summary Form for details on completing this form

4. Certificate of Insurance/Performance (Surface 4)
   Items to be placed in this filing surface in order, top to bottom:
   i. Certificate of Insurance
      a. Certificate of Insurance
      b. Documentation, newest on top

   ii. Performance Bond
      a. Performance Bond
      b. Documentation, newest on top

5. Original Contract Award & Amendments (Surface 5)
   Items to be placed in this filing surface in order, top to bottom:
   i. Amendment Two, Three, etc.
      a. "Amendment #" goldenrod-colored divider sheet
      b. Original Amendment

   ii. Amendment One
      a. "Amendment One" goldenrod-colored divider sheet
      b. Original Amendment

   iii. Contract Award
      a. "Contract Award" goldenrod-colored divider sheet
      b. Original Contract Award

6. Buyer Instructions & Documentation (Surface 6)
   Items to be placed in this filing surface in order, top to bottom:
   i. Amendment Two, Three, etc.
      a. "Amendment #" goldenrod-colored divider sheet
      b. Buyer Instructional Form (Pink Sheet)
      c. Draft Documents
      d. Related documentation in date order, newest on top

ii. Amendment One
   a. "Amendment One" goldenrod-colored divider sheet
   b. Buyer Instructional Form (Pink Sheet)
   c. Draft Documents
   d. Related documentation in date order, newest on top

iii. Contract Award
   a. "Contract Award" goldenrod-colored divider sheet
   b. Buyer Instructional Form (Pink Sheet)
   c. Secretary of State verification
   d. Draft Documents
   e. Related documentation in date order, newest on top

7. Quantity Increase Requests (Surface 7)
   Items to be placed in this filing surface in order, top to bottom:
   i. "Quantity Increase" goldenrod-colored divider sheet
   ii. Quantity Increase Checklist
   iii. "Request to Increase Quantity or Modify Contract / Purchase Order Deliverable Information" form
   iv. Original request from agency
   v. Correspondence, newest on top

   The initial Quantity Increase Request will be placed on the bottom of the filing surface with each subsequent request and related correspondence layered above.

8. Vendor Performance Reports (Surface 8)
   Items to be placed in this filing surface in order top to bottom:
   i. "Vendor Performance Report" goldenrod-colored divider sheet
   ii. Vendor Performance Report
   iii. Correspondence

   The initial Vendor Performance Report will be placed on the bottom of the filing surface with each subsequent report and related correspondence layered above.

D. Service Contract, Renewal/Extension File (See Appendix F)
   1. Timeline (Surface 1) (see Appendix L)
      "Timeline" is to include all procurement activities and file access beginning with the initiation of the renewal process and continuing throughout the contract cycle.

      A copy of the Initial Award Timeline and the RFP Timeline is to be placed under the new Timeline beginning the Initial Contract Renewal/Extension file.

   2. Contract Summary (Surface 2)
      The "Contract Summary" is the only document inserted in this surface.
      - Refer to SOP 3, Contract Summary Form for details on completing this form.

   3. Contract Renewal/Extension & Amendments (Surface 3)
      Items to be placed in this filing surface in order, top to bottom:
      i. Amendment Two, Three, etc.
         a. "Amendment #" goldenrod-colored divider sheet
         b. Original Amendment

      ii. Amendment One
         a. "Amendment One" goldenrod-colored divider sheet
         b. Original Amendment

      iii. Contract Renew/Extension
         a. "Contract Renewal" or "Contract Extension" goldenrod-colored divider sheet
         b. Original Contract Renewal/Extension

   4. Buyer Instructions & Documentation (Surface 4)
      Items to be placed in this filing surface in order, top to bottom:
      i. Amendment Two, Three, etc.
         a. "Amendment #" goldenrod-colored divider sheet
         b. Buyer Instructional Form (Pink Sheet)
         c. Draft Documents
         d. Related documentation in date order, newest on top

      ii. Amendment One
         a. "Amendment One" goldenrod-colored divider sheet
         b. Buyer Instructional Form (Pink Sheet)
         c. Draft Documents
         d. Related documentation in date order, newest on top

      iii. Contract Award
         a. "Contract Renewal" or "Contract Extension" goldenrod-colored divider sheet
         b. Buyer Instructional Form (Pink Sheet)
         c. Draft Documents
         d. Related documentation in date order, newest on top

5. Certificate of Insurance/Performance (Surface 5)
   Items to be placed in this filing surface in order, top to bottom:
   i. Certificate of Insurance
      a. Certificate of Insurance
      b. Documentation, newest on top

   ii. Performance Bond
      a. Performance Bond
      b. Documentation, newest on top

6. Quantity Increase Requests (Surface 6)
   Items to be placed in this filing surface in order, top to bottom:
   i. "Quantity Increase" goldenrod-colored divider sheet
   ii. Quantity Increase Checklist
   iii. "Request to Increase Quantity or Modify Contract / Purchase Order Deliverable Information" form
   iv. Original request from agency
   v. Correspondence, newest on top

   The initial Quantity Increase Request will be placed on the bottom of the filing surface with each subsequent request and related correspondence layered above.

7. Renewal/Extension Approvals & Recommendations (Surface 7)
   Items to be placed in this filing surface in order, top to bottom:
   i. Renewal/Extension Letter
      a. "Signed Renewal Letter" or "Signed Extension Letter" goldenrod-colored divider sheet
      b. Signed vendor letter to renewal/extension – including related documentation

   ii. Agency Recommendation
      a. "Agency Recommendation" goldenrod-colored divider sheet
      b. Agency recommendation for renewal/extension

8. Vendor Performance Reports (Surface 8)
   Items to be placed in this filing surface in order top to bottom:
   iv. "Vendor Performance Report" goldenrod-colored divider sheet
   v. Vendor Performance Report
   vi. Correspondence

   The initial Vendor Performance Report will be placed on the bottom of the filing surface with each subsequent report and related correspondence layered above.

All received proposals should be placed in alphabetical order, by supplier, in the library.

IV. Other File Categories

A. Service or Commodity Contract & Amendment Overflow (See Appendix G)
Additional overflow filing may be necessary, due to limited space. Repeat Surfaces 1 and 2, respectively, on Surfaces 3 and 4, Surfaces 5 and 6, & Surfaces 7 and 8.

1. Contract Renewal/Extension & Amendments (Surface 1)
Items to be placed in this filing surface in order, top to bottom:
   i. Amendment Two, Three, etc.
      a. "Amendment #" goldenrod-colored divider sheet
      b. Original Amendment

   ii. Amendment One
      a. "Amendment One" goldenrod-colored divider sheet
      b. Original Amendment

   iii. Contract Renew/Extension
      a. "Contract Award" goldenrod-colored divider sheet
      b. Original Contract Renewal/Extension

2. Buyer Instructions & Documentation (Surface 2)
Items to be placed in this filing surface in order, top to bottom:
   i. Amendment Two, Three, etc.
      a. "Amendment #" goldenrod-colored divider sheet
      b. Buyer Instructional Form (Pink Sheet)
      c. Draft Documents
      d. Related documentation in date order, newest on top

   ii. Amendment One
      a. "Amendment One" goldenrod-colored divider sheet
      b. Buyer Instructional Form (Pink Sheet)
      c. Draft Documents
      d. Related documentation in date order, newest on top

   iii. Contract Award
      a. "Contract Renewal" or "Contract Extension" goldenrod-colored divider sheet
      b. Buyer Instructional Form (Pink Sheet)
      c. Draft Documents
      d. Related documentation in date order, newest on top

B. Public Records Requests & Protests (See Appendix H)
1. Public Records Requests (Surfaces 1and 2)
Items to be placed in this filing surface in order top to bottom:
i. Response Letter
ii. Initial Request
iii. Any other correspondence that is not legal in nature

Overflow documentation, due to limited space, is to be placed on surface 2.

2. Protest Information (Surfaces 3 and 4)
Items to be placed in this filing surface in order, top to bottom:
i. Protest Response Letter
ii. Original Protest Letter
iii. Protest Documentation

Overflow documentation, due to limited space, is to be placed on surface 4.

C. Contract Reports &/or Admin Fees/Rebates (See Appendix I)
1. Contract Reports (Surfaces 1and 2)
Reports and any documentation are to be filed in date order, newest on top

Overflow documentation, due to limited space, is to be placed on surface 2.

2. Admin Fees/Rebates (Surfaces 3 and 4)
Copies of checks and any documentation are to be filed in date order, newest on top

Overflow documentation, due to limited space, is to be placed on surface 4.

D. Legal Information (See Appendix J)
1. Legal Information (Surfaces 1and 2)
Items to be placed in this filing surface in order top to bottom:
i. Documentation from General Counsel regarding legal reviews pertaining to specific ITBs, RFPs, contracts, amendments, or any other procurement activities.

Overflow documentation, due to limited space, is to be placed on surface 2.

V. Cooperative Contracts: Example: Western States Contracting Alliance (WSCA)
   A. Cooperative Contract, Initial Participation (See Appendix J)
      1. Timeline (Surface 1) (see Appendix L)
         "Timeline" is to include all procurement activities and file access beginning with the Participating Addendum and flowing throughout the contract cycle.

         A cooperative contract will not have a Timeline related to an ITB or RFP since states "participate" in the usage of cooperative contracts already bid.

      2. Contract Summary (Surface 2) (see Appendix L)
         The "Contract Summary" is the only document inserted in this surface.
         - Refer to SOP 3, Contract Summary Form for details on completing this form.

      3. Contract Award & Amendments (Surface 3)
         Items to be placed in this filing surface in order, top to bottom:
         i. Amendment Two, Three, etc.
            a. "Amendment #" goldenrod-colored divider sheet
            b. Original Amendment

         ii. Amendment One
            a. "Amendment One" goldenrod-colored divider sheet
            b. Original Amendment

         iii. Contract Award
            a. "Contract Award" goldenrod-colored divider sheet
            b. Original Contract Award

      4. Buyer Instructions & Documentation (Surface 4)
         Items to be placed in this filing surface in order, top to bottom:
         i. Amendment Two, Three, etc.
            a. "Amendment #" goldenrod-colored divider sheet
            b. Buyer Instructional Form (Pink Sheet)
            c. Draft Documents
            d. Related documentation in date order, newest on top

         ii. Amendment One
            a. "Amendment One" goldenrod-colored divider sheet
            b. Buyer Instructional Form (Pink Sheet)
            c. Draft Documents
            d. Related documentation in date order, newest on top

         iii. Contract Award
            a. "Contract Award" goldenrod-colored divider sheet
            b. Buyer Instructional Form (Pink Sheet)
            c. Secretary of State verification
            d. Draft Documents
            e. Related documentation in date order, newest on top

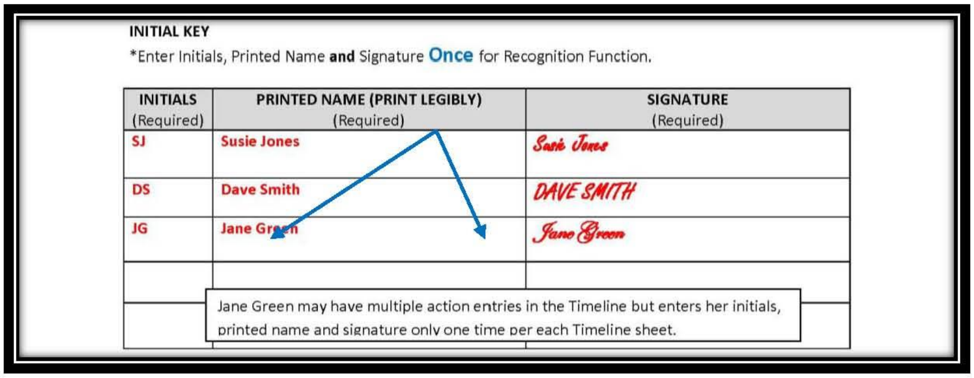
      5. Master Price Agreement (Surface 5) (If applicable)
         Master Price Agreement is the only document inserted on this surface.

      6. Correspondence (Surface 6)
         Correspondence with vendor and/or state issuing WSCA contract is included here, in date order, newest on top.

III. Initial Key Section

A. First time staff accesses a file, the Initial Key is completed as shown in Figure 3: initials, printed name and signature.

B. Initial Key is completed **once** per Timeline form. Used to associate initials with staff names view of the long term nature of the files.



INITIAL KEY

*Enter Initials, Printed Name **and** Signature **Once** for Recognition Function.

INITIALS (Required)	PRINTED NAME (PRINT LEGIBLY) (Required)	SIGNATURE (Required)
SJ	Susie Jones	Susie Jones
DS	Dave Smith	DAVE SMITH
JG	Jane Green	Jane Green

Jane Green may have multiple action entries in the Timeline but enters her initials, printed name and signature only one time per each Timeline sheet.

Figure 3

IV. Events to be logged in the Action field on the “Timeline” may include but are not inclusive to:

A. Invitation to Bid (ITB)

- Receipt of the requisition from the Payroll and Financial Center to the Staff Assistant
- Staff Assistant routes to State Procurement Supervisor
- State Procurement Supervisor assignment to Buyer
- State Procurement Supervisor routes to Buyer
- Staff Assistant notation of posting for any activity including addenda to SPB website
- Bid opening by Buyer
- Buyer routes file to Staff Assistant for bid tab processing
- Staff Assistant routes file to Buyer for bid tab review and approval
- Staff Assistant posts bid tab to SPB website

B. Commodity Contract, Initial Award

- Receipt of agency award recommendation
- Events related to Award of Bid
- Staff Assistant generates contract award within the Payroll and Financial Center and finalizes awarded bid tab
- Buyer signature on contract
- State Procurement Supervisor signature on contract
- Procurement Manager signature on contract
- Administrator signature on contract
- Staff Assistant posts contract and bid tab to SPB website
- “Amendment” form sent to Supplier
- Signed “Amendment” form received from Supplier
- Administrator signs “Amendment” form
- Staff Assistant generates contract amendment within the Payroll and Financial Center
- Buyer signature on contract amendment

- State Procurement Supervisor initials on contract amendment
- Procurement Manager initials on contract amendment
- Administrator signature on amendment
- Staff Assistant posts contract amendment to SPB website

C. Commodity Contract, Renewal or Extension
- Buyer approves renewal/extension on “Contract Summary” form
- State Procurement Supervisor approves renewal/extension on “Contract Summary” form
- Receipt of agency approval to renew/extend/end contract
- Staff Assistant generates contract renewal/extension within the Payroll and Financial Center
- Buyer signature on contract
- State Procurement Supervisor initials on contract
- Procurement Manager initials on contract
- Administrator signature on contract
- Staff Assistant posts contract and bid tab to SPB website
- “Amendment” form sent to Supplier
- Signed “Amendment” form received from Supplier
- Administrator signs “Amendment” form
- Staff Assistant generates contract amendment within the Payroll and Financial Center
- Buyer signature on contract amendment
- State Procurement Supervisor initials on contract amendment
- Procurement Manager initials on contract amendment
- Administrator signature on amendment
- Staff Assistant posts contract amendment to SPB website

D. One Time Purchase: Bid by SPB
- Receipt of the requisition from the Payroll and Financial Center to the Staff Assistant
- Staff Assistant routes to State Procurement Supervisor
- State Procurement Supervisor assignment to Buyer
- State Procurement Supervisor routes to Buyer
- Staff Assistant notation of posting for any activity including addenda to SPB website
- Bid opening by Buyer
- Buyer routes file to Staff Assistant for bid tab processing
- Staff Assistant routes file to Buyer for bid tab review and approval
- Staff Assistant posts bid tab to SPB website
- Receipt of agency award recommendation
- Events related to Award of Bid
- Staff Assistant generates purchase order within the Payroll and Financial Center and finalizes awarded bid tab
- Buyer signature on purchase order
- State Procurement Supervisor initials on purchase order
- Procurement Manager initials on contract
- Administrator signature on contract
- Staff Assistant posts bid tab to SPB website
- Staff Assistant generates change order within the Payroll and Financial Center
- Buyer signature on change order
- State Procurement Supervisor initials on change order
- Procurement Manager initials on change order
- Administrator signature on change order

E. One Time Purchase: Requisition to Purchase Order
- Receipt of the requisition from the Payroll and Financial Center to the Staff Assistant
- Staff Assistant routes to State Procurement Supervisor
- State Procurement Supervisor assignment to Buyer
- State Procurement Supervisor routes to Buyer
- Staff Assistant generates purchase order within the Payroll and Financial Center
- Buyer signature on purchase order
- State Procurement Supervisor initials on purchase order
- Procurement Manager initials on contract
- Administrator signature on contract
- Staff Assistant posts bid tab to SPB website
- Staff Assistant generates change order within the Payroll and Financial Center
- Buyer signature on change order
- State Procurement Supervisor initials on change order
- Procurement Manager initials on change order
- Administrator signature on change order

F. Direct Purchase Authority (DPA)
- Receipt of the requisition from the Payroll and Financial Center to the Staff Assistant
- Staff Assistant routes to State Procurement Supervisor
- State Procurement Supervisor assignment to Buyer
- State Procurement Supervisor routes to Buyer
- Buyer generates OO requisition within the Payroll and Financial Center
- Buyer signature on DPA approval
- State Procurement Supervisor initials on DPA approval

G. Request for Information (RFI)
- Receipt of the requisition
- State Procurement Supervisor assignment to Buyer
- State Procurement Supervisor routes to Buyer
- Staff Assistant notation of posting for any activity including addenda to SPB website
- RFI opening by Buyer

H. Request For Proposal (RFP)
- Receipt of the requisition
- State Procurement Supervisor assignment to Buyer
- State Procurement Supervisor routes to Buyer
- Staff Assistant notation of posting for any activity including addenda to SPB website
- Bid opening by Buyer

I. Service Contracts, Initial Award
- Certificate of Insurance and/or Performance Bond receipt
- Staff Assistant generates contract award within the Payroll and Financial Center
- Buyer signature on contract
- State Procurement Supervisor initials on contract
- Procurement Manager initials on contract
- Administrator signature on contract
- Staff Assistant posts contract to SPB website
- “Amendment” form sent to Supplier
- Signed “Amendment” form received from Supplier

- Administrator signs “Amendment” form
- Staff Assistant generates contract amendment within the Payroll and Financial Center
- Buyer signature on contract amendment
- State Procurement Supervisor initials on contract amendment
- Procurement Manager initials on contract amendment
- Administrator signature on amendment
- Staff Assistant posts contract amendment to SPB website

J. Service Contract Renewal or Extension
    - Buyer routes to State Procurement Supervisor for approval of renewal/extension
    - State Procurement Supervisor routes to State Procurement Supervisor of renewal/extension approval
    - Receipt of agency approval to renew/extend/end contract
    - Staff Assistant generates contract renewal/extension within the Payroll and Financial Center
    - Buyer signature on contract
    - State Procurement Supervisor initials on contract
    - Procurement Manager initials on contract
    - Administrator signature on contract
    - Staff Assistant posts contract and bid tab to SPB website
    - “Amendment” form sent to Supplier
    - Signed “Amendment” form received from Supplier
    - Administrator signs “Amendment” form
    - Staff Assistant generates contract amendment within the Payroll and Financial Center
    - Buyer signature on contract amendment
    - State Procurement Supervisor initials on contract amendment
    - Procurement Manager initials on contract amendment
    - Administrator signature on amendment
    - Staff Assistant posts contract amendment to SPB website

K. Cooperative Contract, Initial Participation
    - Staff Assistant generates contract award within the Payroll and Financial Center
    - Buyer signature on contract
    - State Procurement Supervisor initials on contract
    - Procurement Manager initials on contract
    - Administrator signature on contract
    - Staff Assistant posts contract to SPB website
    - “Amendment” form sent to Supplier
    - Signed “Amendment” form received from Supplier
    - Administrator signs “Amendment” form
    - Staff Assistant generates contract amendment within the Payroll and Financial Center
    - Buyer signature on contract amendment
    - State Procurement Supervisor initials on contract amendment
    - Procurement Manager initials on contract amendment
    - Administrator signature on amendment
    - Staff Assistant posts contract amendment to SPB website

L. Cooperative Contract Renewal
    - Buyer routes to State Procurement Supervisor for approval of renewal
    - State Procurement Supervisor routes to State Procurement Supervisor of renewal approval

- Staff Assistant generates contract renewal/extension within the Payroll and Financial Center
- Buyer signature on contract
- State Procurement Supervisor initials on contract
- Procurement Manager initials on contract
- Administrator signature on contract
- Staff Assistant posts contract and bid tab to SPB website
- “Amendment” form sent to Supplier
- Signed “Amendment” form received from Supplier
- Administrator signs “Amendment” form
- Staff Assistant generates contract amendment within the Payroll and Financial Center
- Buyer signature on contract amendment
- State Procurement Supervisor initials on contract amendment
- Procurement Manager initials on contract amendment
- Administrator signature on amendment
- Staff Assistant posts contract amendment to SPB website

M. Public Record Requests and Protests
   - Public Record request is received
   - Public Record response mailed
   - Protest letter received
   - Protest response letter mailed

N. Legal information
   No legal information should be logged on the timeline.

3. References

State Purchasing Bureau, SOP 1, File Configuration & Maintenance

State Purchasing Bureau, SOP Appendix M

NEBRASKA Administrative Services Materiel Division	SOP Number & Name:	SOP 2, Timeline Form
	Revision Number:	Original
	Implementation Date:	12/04/2012
State Purchasing Bureau	Last Reviewed/Update Date:	5/2/2014
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Timeline Form

1. Overview

Timeline is to include all procurement activities beginning with the receipt of requisition and flowing throughout the associated procurement cycle.

A "Timeline" form will be inserted into the appropriate classification folders for:
- ITB/RFP
- Initial Contract Award
- Contract Renewal/Extension

When a Timeline form has no more available open spaces for additional actions, a blank Timeline form is added on top of the older, completed Timeline.

There is no timeline located within the "Public Record Requests and Protests" and "Legal" classification folders. Significant events relating to public record requests and protests should be logged on the current timeline within the corresponding ITB, RFP, or Contract classification folder. No legal information should be logged on the timeline.

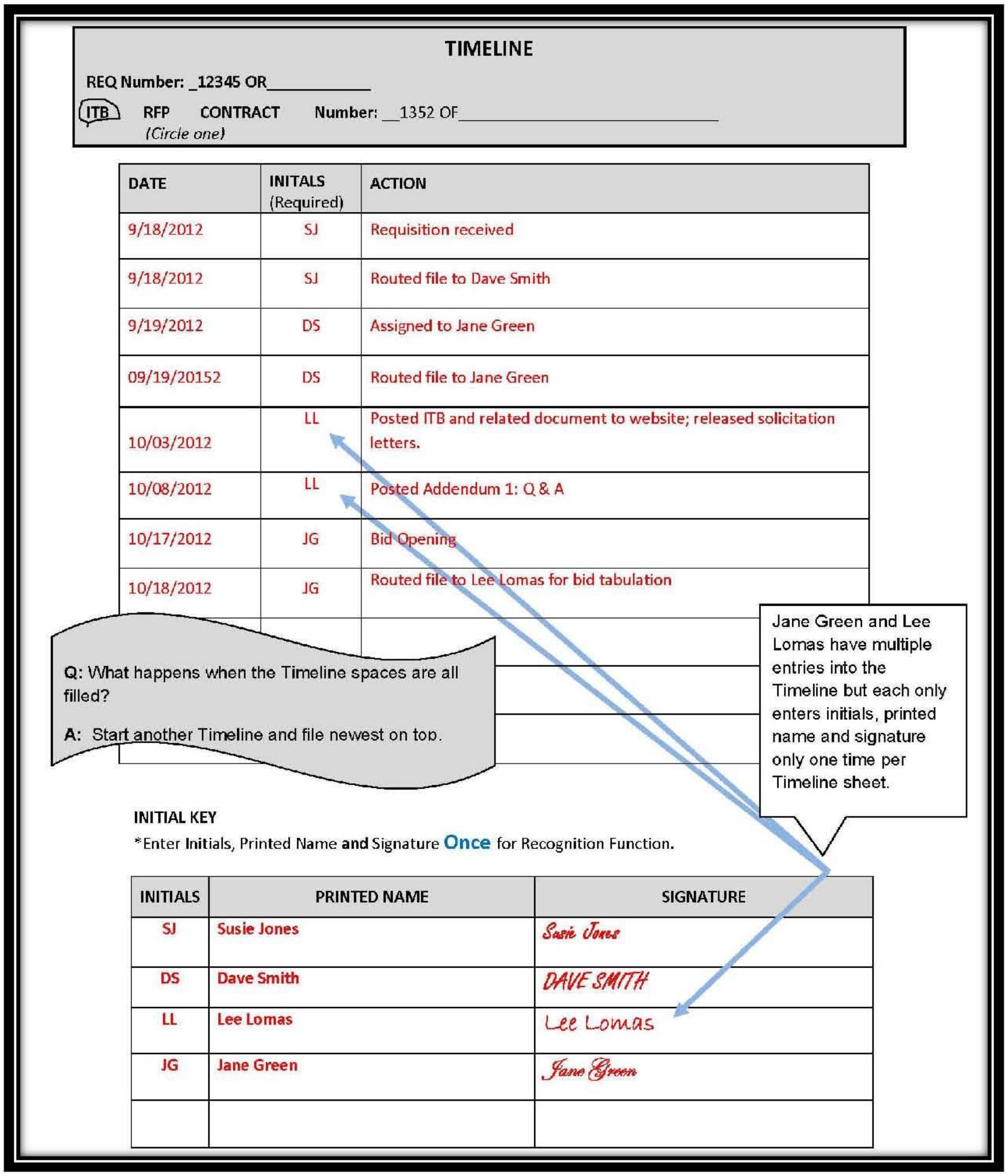
The "Timeline" form is handwritten. ***Please write or print legibly.***

Refer to SOP 1, File Configuration & Maintenance for placement of the "Timeline" form within the file structure.

Refer to Appendix L for "Timeline" form.

2. *Procedure*

I. “Timeline” form in use



TIMELINE

REQ Number: _12345 OR____________

ITB RFP CONTRACT Number: __1352 OF____________________________

(Circle one)

DATE	INITALS (Required)	ACTION
9/18/2012	SJ	Requisition received
9/18/2012	SJ	Routed file to Dave Smith
9/19/2012	DS	Assigned to Jane Green
09/19/20152	DS	Routed file to Jane Green
10/03/2012	LL	Posted ITB and related document to website; released solicitation letters.
10/08/2012	LL	Posted Addendum 1: Q & A
10/17/2012	JG	Bid Opening
10/18/2012	JG	Routed file to Lee Lomas for bid tabulation

INITIAL KEY

*Enter Initials, Printed Name **and** Signature **Once** for Recognition Function.

INITIALS	PRINTED NAME	SIGNATURE
SJ	Susie Jones	Susie Jones
DS	Dave Smith	DAVE SMITH
LL	Lee Lomas	Lee Lomas
JG	Jane Green	Jane Green

Figure 1

7. Quantity Increase Requests (Surface 7)
   Items to be placed in this filing surface in order, top to bottom:
   i. "Quantity Increase" goldenrod-colored divider sheet
   ii. Quantity Increase Checklist
   iii. "Request to Increase Quantity or Modify Contract / Purchase Order Deliverable Information" form
   iv. Original request from agency
   v. Correspondence, newest on top

   The initial Quantity Increase Request will be placed on the bottom of the filing surface with each subsequent request and related correspondence layered above.

8. Vendor Performance & Contract Usage Reports (Surface 8)
   Items to be placed in this filing surface in order top to bottom:
   i. "Vendor Performance Report" goldenrod-colored divider sheet
   ii. Vendor Performance Report
   iii. Correspondence

   The initial Vendor Performance Report will be placed on the bottom of the filing surface with each subsequent report and related correspondence layered above.

B. Cooperative Contracts: Example: Western States Contracting Alliance (WSCA) Renewal/Extension (See Appendix K)

1. Timeline (Surface 1) (see Appendix L)
   "Timeline" is to include all procurement activities and file access beginning with the Participating Addendum and flowing throughout the contract cycle.

   A copy of the Initial Cooperative Contract Participation "Timeline" is to be placed under the new Timeline.

2. Contract Summary (Surface 2)
   The "Contract Summary" is the only document inserted in this surface.
   - Refer to SOP 3, Contract Summary Form for details on completing this form.

3. Contract Renewal/Extension & Amendments (Surface 3)
   Items to be placed in this filing surface in order, top to bottom:
   i. Amendment Two, Three, etc.
      a. "Amendment #" goldenrod-colored divider sheet
      b. Original Amendment

   ii. Amendment One
      a. "Amendment One" goldenrod-colored divider sheet
      b. Original Amendment

   iii. Contract Renew/Extension
      a. "Contract Award" goldenrod-colored divider sheet
      b. Original Contract Renewal/Extension

4. Buyer Instructions & Documentation (Surface 4)
   Items to be placed in this filing surface in order, top to bottom:
   i. Amendment Two, Three, etc.
      a. "Amendment #" goldenrod-colored divider sheet
      b. Buyer Instructional Form (Pink Sheet)
      c. Draft Documents
      d. Related documentation in date order, newest on top

   ii. Amendment One
      a. "Amendment One" goldenrod-colored divider sheet
      b. Buyer Instructional Form (Pink Sheet)
      c. Draft Documents
      d. Related documentation in date order, newest on top

   iii. Contract Award
      a. "Contract Renewal" or "Contract Extension" goldenrod-colored divider sheet
      b. Buyer Instructional Form (Pink Sheet)
      c. Draft Documents
      d. Related documentation in date order, newest on top

5. Master Price Agreement (Surface 5)
   Master Price Agreement is the only document inserted on this surface.

6. Renewal/Extension Approval & Recommendations (Surface 6)
   Items to be placed in this filing surface in order top to bottom:
   i. Original signed Participation Addendum renewal/extension

7. Quantity Increase Requests (Surface 7)
   Items to be placed in this filing surface in order, top to bottom:
   i. “Quantity Increase” goldenrod-colored divider sheet
   ii. Quantity Increase Checklist
   iii. “Request to Increase Quantity or Modify Contract / Purchase Order Deliverable Information” form
   iv. Original request from agency
   v. Correspondence, newest on top

   The initial Quantity Increase Request will be placed on the bottom of the filing surface with each subsequent request and related correspondence layered above.

8. Vendor Performance & Contract Usage Reports (Surface 8)
   Items to be placed in this filing surface in order top to bottom:
   i. “Vendor Performance Report" goldenrod-colored divider sheet
   ii. Vendor Performance Report
   iii. Correspondence

   The initial Vendor Performance Report will be placed on the bottom of the filing surface with each subsequent report and related correspondence layered above.

3. References

State Purchasing Bureau, SOP, Purpose & Scope
State Purchasing Bureau, SOP 2, Timeline Form
State Purchasing Bureau, SOP 3, Contract Summary Form
State Purchasing Bureau, SOP Appendix A-L

	SOP Number & Name:	SOP 2, Timeline Form
NEBRASKA Administrative Services Materiel Division	Revision Number:	Original
	Implementation Date:	12/04/2012
State Purchasing Bureau	Last Reviewed/Update Date:	5/2/2014
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Timeline Form

1. Overview

Timeline is to include all procurement activities beginning with the receipt of requisition and flowing throughout the associated procurement cycle.

A "Timeline" form will be inserted into the appropriate classification folders for:
- ITB/RFP
- Initial Contract Award
- Contract Renewal/Extension

When a Timeline form has no more available open spaces for additional actions, a blank Timeline form is added on top of the older, completed Timeline.

There is no timeline located within the "Public Record Requests and Protests" and "Legal" classification folders. Significant events relating to public record requests and protests should be logged on the current timeline within the corresponding ITB, RFP, or Contract classification folder. No legal information should be logged on the timeline.

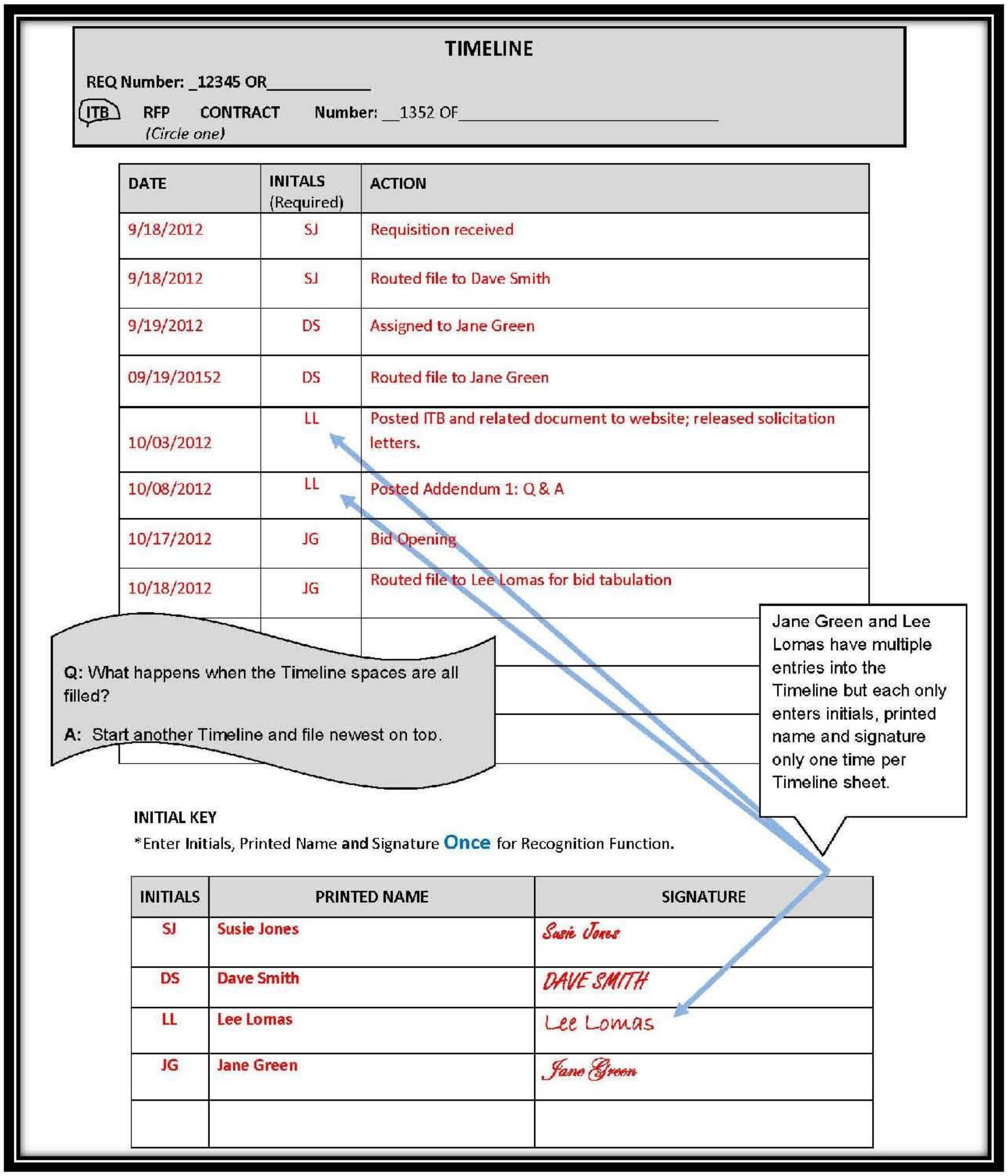
The "Timeline" form is handwritten. ***Please write or print legibly.***

Refer to SOP 1, File Configuration & Maintenance for placement of the "Timeline" form within the file structure.

Refer to Appendix L for "Timeline" form.

2. *Procedure*

I. “Timeline” form in use



TIMELINE

REQ Number: _12345 OR____________

ITB RFP CONTRACT Number: __1352 OF____________________________
(Circle one)

DATE	INITALS (Required)	ACTION
9/18/2012	SJ	Requisition received
9/18/2012	SJ	Routed file to Dave Smith
9/19/2012	DS	Assigned to Jane Green
09/19/20152	DS	Routed file to Jane Green
10/03/2012	LL	Posted ITB and related document to website; released solicitation letters.
10/08/2012	LL	Posted Addendum 1: Q & A
10/17/2012	JG	Bid Opening
10/18/2012	JG	Routed file to Lee Lomas for bid tabulation

INITIAL KEY

*Enter Initials, Printed Name **and** Signature **Once** for Recognition Function.

INITIALS	PRINTED NAME	SIGNATURE
SJ	Susie Jones	Susie Jones
DS	Dave Smith	DAVE SMITH
LL	Lee Lomas	Lee Lomas
JG	Jane Green	Jane Green

Figure 1

II. Required information in the body of the "Timeline" form (See Figure 2)

A. REQ Number:
   1. Requisition number assigned by the Payroll and Financial Center when Staff Assistant transfers the requisition to the State Procurement Supervisor. This number does not apply to contract timelines.

B. ITB RFP CONTRACT
   1. Circle the type of document: "ITB", "RFP", or "CONTRACT"

C. Number
   1. Document number of the "ITB", "RFP", or "CONTRACT"

D. Date
   1. Date the action occurred

E. Initials
   1. Staff member's initials performing the action

F. Action
   1. Brief description of the action performed

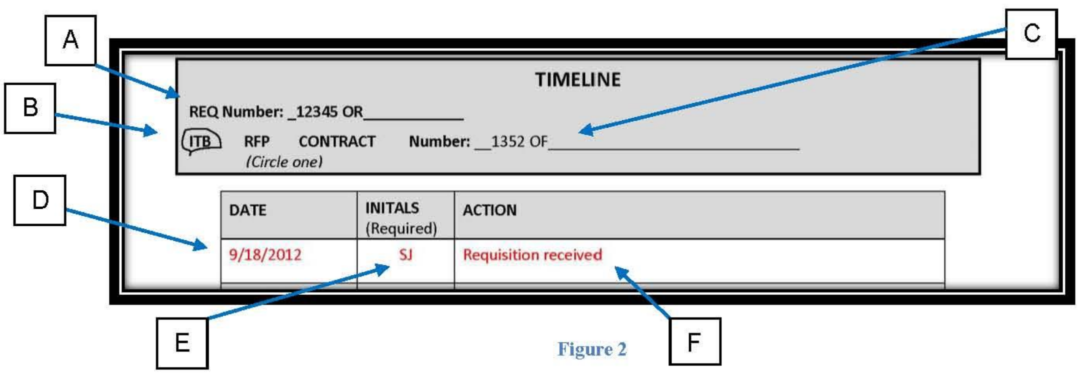
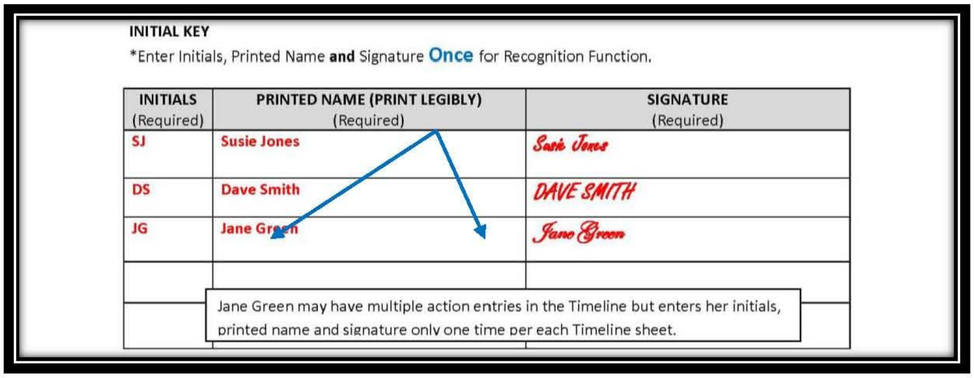


Figure 2

III. Initial Key Section

A. First time staff accesses a file, the Initial Key is completed as shown in Figure 3: initials, printed name and signature.

B. Initial Key is completed **once** per Timeline form. Used to associate initials with staff names view of the long term nature of the files.



INITIAL KEY

*Enter Initials, Printed Name **and** Signature **Once** for Recognition Function.

INITIALS (Required)	PRINTED NAME (PRINT LEGIBLY) (Required)	SIGNATURE (Required)
SJ	Susie Jones	Susie Jones
DS	Dave Smith	DAVE SMITH
JG	Jane Green	Jane Green

Jane Green may have multiple action entries in the Timeline but enters her initials, printed name and signature only one time per each Timeline sheet.

Figure 3

IV. Events to be logged in the Action field on the "Timeline" may include but are not inclusive to:

A. Invitation to Bid (ITB)
- Receipt of the requisition from the Payroll and Financial Center to the Staff Assistant
- Staff Assistant routes to State Procurement Supervisor
- State Procurement Supervisor assignment to Buyer
- State Procurement Supervisor routes to Buyer
- Staff Assistant notation of posting for any activity including addenda to SPB website
- Bid opening by Buyer
- Buyer routes file to Staff Assistant for bid tab processing
- Staff Assistant routes file to Buyer for bid tab review and approval
- Staff Assistant posts bid tab to SPB website

B. Commodity Contract, Initial Award
- Receipt of agency award recommendation
- Events related to Award of Bid
- Staff Assistant generates contract award within the Payroll and Financial Center and finalizes awarded bid tab
- Buyer signature on contract
- State Procurement Supervisor signature on contract
- Procurement Manager signature on contract
- Administrator signature on contract
- Staff Assistant posts contract and bid tab to SPB website
- "Amendment" form sent to Supplier
- Signed "Amendment" form received from Supplier
- Administrator signs "Amendment" form
- Staff Assistant generates contract amendment within the Payroll and Financial Center
- Buyer signature on contract amendment

- State Procurement Supervisor initials on contract amendment
- Procurement Manager initials on contract amendment
- Administrator signature on amendment
- Staff Assistant posts contract amendment to SPB website

C. Commodity Contract, Renewal or Extension
- Buyer approves renewal/extension on “Contract Summary” form
- State Procurement Supervisor approves renewal/extension on “Contract Summary” form
- Receipt of agency approval to renew/extend/end contract
- Staff Assistant generates contract renewal/extension within the Payroll and Financial Center
- Buyer signature on contract
- State Procurement Supervisor initials on contract
- Procurement Manager initials on contract
- Administrator signature on contract
- Staff Assistant posts contract and bid tab to SPB website
- “Amendment” form sent to Supplier
- Signed “Amendment” form received from Supplier
- Administrator signs “Amendment” form
- Staff Assistant generates contract amendment within the Payroll and Financial Center
- Buyer signature on contract amendment
- State Procurement Supervisor initials on contract amendment
- Procurement Manager initials on contract amendment
- Administrator signature on amendment
- Staff Assistant posts contract amendment to SPB website

D. One Time Purchase: Bid by SPB
- Receipt of the requisition from the Payroll and Financial Center to the Staff Assistant
- Staff Assistant routes to State Procurement Supervisor
- State Procurement Supervisor assignment to Buyer
- State Procurement Supervisor routes to Buyer
- Staff Assistant notation of posting for any activity including addenda to SPB website
- Bid opening by Buyer
- Buyer routes file to Staff Assistant for bid tab processing
- Staff Assistant routes file to Buyer for bid tab review and approval
- Staff Assistant posts bid tab to SPB website
- Receipt of agency award recommendation
- Events related to Award of Bid
- Staff Assistant generates purchase order within the Payroll and Financial Center and finalizes awarded bid tab
- Buyer signature on purchase order
- State Procurement Supervisor initials on purchase order
- Procurement Manager initials on contract
- Administrator signature on contract
- Staff Assistant posts bid tab to SPB website
- Staff Assistant generates change order within the Payroll and Financial Center
- Buyer signature on change order
- State Procurement Supervisor initials on change order
- Procurement Manager initials on change order
- Administrator signature on change order

E. One Time Purchase: Requisition to Purchase Order
- Receipt of the requisition from the Payroll and Financial Center to the Staff Assistant
- Staff Assistant routes to State Procurement Supervisor
- State Procurement Supervisor assignment to Buyer
- State Procurement Supervisor routes to Buyer
- Staff Assistant generates purchase order within the Payroll and Financial Center
- Buyer signature on purchase order
- State Procurement Supervisor initials on purchase order
- Procurement Manager initials on contract
- Administrator signature on contract
- Staff Assistant posts bid tab to SPB website
- Staff Assistant generates change order within the Payroll and Financial Center
- Buyer signature on change order
- State Procurement Supervisor initials on change order
- Procurement Manager initials on change order
- Administrator signature on change order

F. Direct Purchase Authority (DPA)
- Receipt of the requisition from the Payroll and Financial Center to the Staff Assistant
- Staff Assistant routes to State Procurement Supervisor
- State Procurement Supervisor assignment to Buyer
- State Procurement Supervisor routes to Buyer
- Buyer generates OO requisition within the Payroll and Financial Center
- Buyer signature on DPA approval
- State Procurement Supervisor initials on DPA approval

G. Request for Information (RFI)
- Receipt of the requisition
- State Procurement Supervisor assignment to Buyer
- State Procurement Supervisor routes to Buyer
- Staff Assistant notation of posting for any activity including addenda to SPB website
- RFI opening by Buyer

H. Request For Proposal (RFP)
- Receipt of the requisition
- State Procurement Supervisor assignment to Buyer
- State Procurement Supervisor routes to Buyer
- Staff Assistant notation of posting for any activity including addenda to SPB website
- Bid opening by Buyer

I. Service Contracts, Initial Award
- Certificate of Insurance and/or Performance Bond receipt
- Staff Assistant generates contract award within the Payroll and Financial Center
- Buyer signature on contract
- State Procurement Supervisor initials on contract
- Procurement Manager initials on contract
- Administrator signature on contract
- Staff Assistant posts contract to SPB website
- “Amendment” form sent to Supplier
- Signed “Amendment” form received from Supplier

- Administrator signs “Amendment” form
- Staff Assistant generates contract amendment within the Payroll and Financial Center
- Buyer signature on contract amendment
- State Procurement Supervisor initials on contract amendment
- Procurement Manager initials on contract amendment
- Administrator signature on amendment
- Staff Assistant posts contract amendment to SPB website

J. Service Contract Renewal or Extension
   - Buyer routes to State Procurement Supervisor for approval of renewal/extension
   - State Procurement Supervisor routes to State Procurement Supervisor of renewal/extension approval
   - Receipt of agency approval to renew/extend/end contract
   - Staff Assistant generates contract renewal/extension within the Payroll and Financial Center
   - Buyer signature on contract
   - State Procurement Supervisor initials on contract
   - Procurement Manager initials on contract
   - Administrator signature on contract
   - Staff Assistant posts contract and bid tab to SPB website
   - “Amendment” form sent to Supplier
   - Signed “Amendment” form received from Supplier
   - Administrator signs “Amendment” form
   - Staff Assistant generates contract amendment within the Payroll and Financial Center
   - Buyer signature on contract amendment
   - State Procurement Supervisor initials on contract amendment
   - Procurement Manager initials on contract amendment
   - Administrator signature on amendment
   - Staff Assistant posts contract amendment to SPB website

K. Cooperative Contract, Initial Participation
   - Staff Assistant generates contract award within the Payroll and Financial Center
   - Buyer signature on contract
   - State Procurement Supervisor initials on contract
   - Procurement Manager initials on contract
   - Administrator signature on contract
   - Staff Assistant posts contract to SPB website
   - “Amendment” form sent to Supplier
   - Signed “Amendment” form received from Supplier
   - Administrator signs “Amendment” form
   - Staff Assistant generates contract amendment within the Payroll and Financial Center
   - Buyer signature on contract amendment
   - State Procurement Supervisor initials on contract amendment
   - Procurement Manager initials on contract amendment
   - Administrator signature on amendment
   - Staff Assistant posts contract amendment to SPB website

L. Cooperative Contract Renewal
   - Buyer routes to State Procurement Supervisor for approval of renewal
   - State Procurement Supervisor routes to State Procurement Supervisor of renewal approval

- Staff Assistant generates contract renewal/extension within the Payroll and Financial Center
- Buyer signature on contract
- State Procurement Supervisor initials on contract
- Procurement Manager initials on contract
- Administrator signature on contract
- Staff Assistant posts contract and bid tab to SPB website
- “Amendment” form sent to Supplier
- Signed “Amendment” form received from Supplier
- Administrator signs “Amendment” form
- Staff Assistant generates contract amendment within the Payroll and Financial Center
- Buyer signature on contract amendment
- State Procurement Supervisor initials on contract amendment
- Procurement Manager initials on contract amendment
- Administrator signature on amendment
- Staff Assistant posts contract amendment to SPB website

M. Public Record Requests and Protests
- Public Record request is received
- Public Record response mailed
- Protest letter received
- Protest response letter mailed

N. Legal information
No legal information should be logged on the timeline.

3. References

State Purchasing Bureau, SOP 1, File Configuration & Maintenance
State Purchasing Bureau, SOP Appendix M

NEBRASKA Administrative Services Materiel Division	SOP Number & Name:	SOP 3, Contract Summary Forms
	Revision Number:	Original
	Implementation Date:	12/04/2012
State Purchasing Bureau	Last Reviewed/Update Date:	11/26/2012
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Contract Summary Forms

NOTE: "Advisor" means "State Procurement Supervisor" within all SOP's. (7.5.2013)

1. Overview

There are two (2) versions of "Contract Summary" forms: 1) to be used on commodity and service contracts; 2) to be used on Western States Contract Alliance (WSCA) contracts. The "Contract Summary" forms summarize basic contract information to provide a quick reference. "Contract Summary" forms are required for the following:

- Initial Contract Award
- Contract Renewal/Extension
- Contract Ammendment

The "Contract Summary" form for commodities and services is designed to replace the Buyer email to an Advisor requesting renewal/extension approval, requiring the Buyer and Advisor to sign approval for the renewal/extension process to begin. The "Contract Summary" form for WSCA serves the same purpose, but also requires the Procurement Manager to approve a WSCA renewal.

A new "Contract Summary" form is to be used when a contract amendment occurs and is to be placed on top of the current "Contract Summary" form.

The "Contract Summary" form fields may be typed or handwritten. ***Please write or print legibly.***

Refer to SOP 1, File Configuration & Maintenance for placement of the "Contract Summary" form within the file structure.

Refer to Appendices N – O for "Contract Summary" forms.

2. *Procedure*

I. "Contract Summary" Form for Commodity and Service Contracts
See Figure 1 below for example

CONTRACT SUMMARY

TODAY'S DATE: 10/9/2012 **ACTION:** Initial Award Amendment Renewal Extension

CONTRACT NUMBER: 12345 OC

PREVIOUS CONTRACT/END OF CONTRACT PERIOD: N/A

PRODUCT/SERVICE DESCRIPTION: Steel 5" Widgets with Baked Enamel Finish

CONTRACT EFFECTIVE DATES: 10/12/2012 to 10/11/2013

CONTRACT VALUE: $100,000.00 Estimated Amount Amount Not To Exceed
UNIT OF MEASURE: Case

REPORTING SCHEDULE and/or REBATE/ADMIN FEES: Yes No
DESCRIPTION: Usage report due from vendor quarterly.

RENEWAL PERIODS REMAINING: Three (3) One (1) year renewal options

REMARKS:

10/09/2012: NDOR requested contracts for widgets used to reinforce mile marker signs; usage is estimated, based on number of mile marker signs in NE, which are replaced on rotating basis.

(Always put date in bold and follow with remarks. Comments for renewals are chronological with most recent first)

RECOMMENDATION FOR CONTRACT RENEWAL/EXTENSION:
*Note – this example is for a new contract, so the signatures below are not needed at this time.

BUYER/DATE ADVISOR / DATE

RECOMMENDATION FOR CONTRACT APPROVAL:

Jane Green 10/12/2012 Dave Smith 10/13/2012

BUYER/DATE ADVISOR / DATE

CERTIFICATE OF INSURANCE:

Received Waived N/A

CONTRACT MAILED TO SUPPLIER: 10/13/2012 LL
DATE/INITIALS

Figure 1

A. Initial Contract Award
   1. Buyer must complete the following sections prior to other form signatures
      i. Today's Date
         a. Day the form is initiated

      ii. Action
         a. Choose "Initial Award"

      iii. Contract Number
         a. Number assigned when contract is generated in the Payroll and Financial Center

      iv. Previous Contract/End of Contract Period
         a. Initial contract award does not have a previous contract period, write or type "N/A"

      v. Product/Service Description
         a. Brief description of the item(s)

      vi. Contract Effective Dates
         a. Dates initial contract award is being issued

      vii. Contract Value
         a. Specific value of contract award, including the total value of all renewal periods to define if a contract will fall under statute requirements
         b. Circle Estimated Amount if estimated for commodity contract
         c. Circle Amount Not To Exceed if pricing is set or not based on estimated usage

      viii. Reporting Schedule and/or Rebate/Admin Fees
         a. Select "Yes" or "No" if either apply
         b. Explain when Reports and/or Rebate/Admin Fees are due

      ix. Unit of Measure
         a. Write or type the unit of measure used on contract

      x. Renewal Periods Remaining
         a. Number of remaining renewal periods

      xi. Remarks
         a. Remarks regarding agency contact information or other pertinent information. Detail to be only what is necessary and related to the complexity of the contract.

      xii. Recommendation for Contract Renewal/Extension
         a. Not a requirement for an initial contract award, leave blank

      xiii. Recommendation for Contract Approval
         a. Review, sign and date upon contract completion

      xiv. Certificate of Insurance
         a. Select "Received," "Waived" or "N/A"

   2. Advisor must complete the following section
      i. Recommendation for Contract Approval
         a. Review, sign and date upon Buyer's contract completion

   3. Staff Assistant must compete the following section

i. Contract Mailed to Supplier
    a. Initial and date the day copy of signed contract mailed to supplier

B. Contract Renewal/Extension
1. Buyer must complete the following sections
    i. Today's Date
        a. Day the form is initiated

    ii. Action
        a. Choose "Renewal" or "Extension"

    iii. Contract Number
        a. Write or type contract number with renewal/extension. Ex: 12345 OC Ren 1

    iv. Previous contract/end of contract period
        a. Write or type previous contract number and end date

    v. Product/Service Description
        a. Brief description of the item(s)

    vi. Contract Effective Dates
        a. Dates contract renewal/extension award is being issued

    vii. Contract value
        a. Specific value of contract award, including the total value of all renewal periods to define if a contract will fall under statute requirements
        b. Circle Estimated Amount if estimated for commodity contract
        c. Circle Amount Not To Exceed if pricing is set or not based on estimated usage

    viii. Unit of Measure
        a. Write or type the unit of measure used on contract

    ix. Reporting Schedule and/or Rebate/Admin Fees
        a. Select "Yes" or "No" if either apply
        b. Explain when Reports and/or Rebate/Admin Fees are due

    x. Renewal periods remaining
        a. Write or type the number of remaining renewal periods

    xi. Remarks
        a. Remarks regarding agency contact information or other pertinent information. Detail to be only what is necessary and related to the complexity of the contract.

    xii. Recommendation for Contract Renewal/Extension
        a. Sign and date
        b. **Buyer may not proceed until <u>Advisor</u> signs**

    xiii. Recommendation for Contract Approval
        a. Review, sign and date upon contract completion

    xiv. Certificate of Insurance
        b. Select "Received," "Waived" or "N/A"
2. Advisor must complete the following sections
    i. Recommendation for Contract Renewal/Extension

a. Review, sign and date upon Buyer's completion

ii. Recommendation for Contract Approval
   a. Review, sign and date upon Buyer's contract completion

3. Staff Assistant must compete the following section
   i. Contract Mailed to Supplier
      a. Initial and date the day copy of signed contract mailed to supplier

C. Contract Ammendment
   1. The Buyer must complete the following sections prior to contract signatures
      i. Today's Date
         a. Day the form is initiated

      ii. Action
         a. Choose "Amendment"

      iii. Contract Number
         a. Write or type contract number with renewal/extension. Ex: 12345 OC Amend 1

      iv. Previous contract/end of contract period
         a. Write or type "NA"

      v. Product/Service description
         a. Brief description of the item(s)

      vi. Contract Effective Dates
         a. Dates which contract renewal/extension is issued

      vii. Contract Value
         a. Specific value of contract award, including the total value of all renewal periods to define if a contract will fall under statute requirements
         b. Circle Estimated Amount if estimated for commodity contract
         c. Circle Amount Not To Exceed if pricing is set or not based on estimated usage

      viii. Unit of Measure
         a. Write or type the unit of measure used on contract

      ix. Reporting Schedule and/or Rebate/Admin Fees
         a. Select "Yes" or "No" if either apply
         b. Explain when Reports and/or Rebate/Admin Fees are due

      x. Renewal Periods Remaining
         a. Write or type the number of remaining renewal periods

      xi. Remarks
         a. Remarks regarding agency contact information or other pertinent information. Detail to be only what is necessary and related to the complexity of the contract.

      xii. Recommendation for Contract Renewal/Extension
         a. Not a requirement for an amendment, leave blank

xiii. Recommendation for Contract Approval
   a. Review, sign and date upon contract amendment completion

xv. Certificate of Insurance
   a. Select “Received,” “Waived” or “N/A”

2. Advisor must complete the following section
   i. Recommendation for Contract Approval
      a. Review, sign and date upon Buyer’s contract amendment completion

3. Staff Assistant must compete the following section
   i. Contract mailed to supplier
      a. Initial and date the day copy of signed contract amendment mailed to supplier

II. WSCA ""Contract Summary"" Form
See Figure 2 below for example

WSCA CONTRACT SUMMARY

TODAY'S DATE: 10/09/2012 **ACTION:** Initial Award Amendment Renewal

CONTRACT NUMBER: 12389 OC

PREVIOUS CONTRACT/END OF CONTRACT PERIOD: N/A

PRODUCT DESCRIPTION: Fabulous Brand Computers

CONTRACT EFFECTIVE DATES: 10/12/2012 to 10/11/2013

CONTRACT VALUE: $12,000,000.00 Estimated Amount Amount Not To Exceed
UNIT OF MEASURE: Each

REPORTING SCHEDULE and/or REBATE/ADMIN FEES: Yes No
DESCRIPTION: 5% rebate on purchases based on semi-annual reports provided by vendor.

RENEWAL PERIODS REMAINING: Two (2) One (1) Year Renewal Options

WSCA CONTRACTS CONTAIN THE FOLLOWING ELEMENTS:

- RFP document used by Western States Contracting Alliance (WSCA) to solicit bids
- Master Price Agreement that is established by WSCA bid evaluation
- Participating Addendum that is established by individual using states (in this case, Nebraska)
- Contract Award
- WSCA Amendments
- Contact Info/Ordering Information/Correspondence

REMARKS:
10/09/2012: WSCA bid contract for computers and Lead Sate New Mexico issued call for participating addendums. SPB began process of reviewing and issuing participating addendum.

(Always put date in bold and follow with remarks. Comments for renewals are chronological with most recent first)

RECOMMENDATION FOR RENEWAL of PARTICIPATING ADDENDUM:
*Note – this example is for a new contract, so signatures below are not needed at this time.

BUYER/DATE ADVISOR / DATE

PROCUREMENT MANAGER/DATE

RECOMMENDATION FOR PARTICIPATING ADDENDUM APPROVAL:

Jane Green 10/12/2012 Dave Smith 10/12/2012

BUYER/DATE ADVISOR / DATE

Donald Roland 10/12/2012

PROCUREMENT MANAGER/DATE

CONTRACT MAILED TO SUPPLIER: ___10/12/2012 LC_____ *DATE/INITIALS*

Figure 2

A. Initial Contract Award
   1. Buyer must complete the following sections
      i. Today's Date
         a. The day the form is initiated

      ii. Action
         a. Choose "Initial Award"

      iii. Contract Number
         a. Number assigned when contract is generated in the Payroll and Financial Center

      iv. Previous Contract/End of Contract Period
         a. Initial contract award does not have a previous contract period, write or type "N/A"

      v. Product Description
         a. Brief description of the item(s)

      vi. Contract Effective Dates
         a. Dates initial contract award is being issued

      vii. Contract Value
         a. Specific value of contract award, including the total value of all renewal periods to define if a contract will fall under statute requirements
         b. Circle Estimated Amount if estimated for commodity contract
         c. Circle Amount Not To Exceed if pricing is set or not based on estimated usage

      viii. Unit of Measure
         a. Write or type the unit of measure used on contract

      ix. Reporting Schedule and/or Rebate/Admin Fees
         b. Select "Yes" or "No" if either apply
         c. Explain when Reports and/or Rebate/Admin Fees are due

      x. Renewal Periods Remaining
         a. The number of remaining renewal periods

      xi. WSCA Contracts Contain the Following Elements
         a. Informational purposes only.

      xii. Remarks
         a. Remarks regarding agency contact information or other pertinent information. Detail to be only what is necessary and related to the complexity of the contract.

      xiii. Recommendation for Renewal of Partipating Addendum
         a. Not a requirement for an amendment, leave blank

      xiv. Recommendation for Particpating Addendum Approval
         a. Review, sign and date upon contract completion

   2. Advisor must complete the following section
      i. Recommendation for Particpating Addendum Approval
         a. Review, sign and date upon Buyer's contract completion

   3. Procurement Manager must compete the following section

i. Recommendation for Particpating Addendum Approval
    a. Review, sign and date upon Advisor's contract completion

4. Staff Assistant must compete the following section
    i. Contract Mailed to Supplier
        a. Initial and date the day copy of signed contract mailed to supplier

B. Contract Renewal
  1. Buyer must complete the following sections
      i. Today's Date
          a. The day the form is initiated

      ii. Action
          a. Choose "Renewal"

      iii. Contract Number
          a. Write or type contract number with renewal/extension. Ex: 12345 OC Ren 1

      iv. Previous Contract/End of Contract Period
          a. Initial contract award does not have a previous contract period, write or type "N/A"

      v. Product Description
          a. Brief description of the item(s)

      vi. Contract Effective Dates
          a. Dates initial contract award is being issued

      vii. Contract Value
          a. Specific value of contract award, including the total value of all renewal periods to define if a contract will fall under statute requirements
          b. Circle Estimated Amount if estimated for commodity contract
          c. Circle Amount Not To Exceed if pricing is set or not based on estimated usage

      viii. Unit of Measure
          a. Write or type the unit of measure used on contract

      ix. Reporting Schedule and/or Rebate/Admin Fees
          a. Select "Yes" or "No" if either apply
          b. Explain when Reports and/or Rebate/Admin Fees are due

      x. Renewal Periods Remaining
          a. The number of remaining renewal periods

      xi. WSCA Contracts Contain the Following Elements
          a. Informational purposes only.

      xii. Remarks
          a. Remarks regarding agency contact information or other pertinent information. Detail to be only what is necessary and related to the complexity of the contract.

      xiii. Recommendation for Renewal of Partipating Addendum
          a. Sign and date
          b. **Buyer may not proceed until Advisor and Procurement Manager signs**

xiv. Recommendation for Particpating Addendum Approval
  a. Review, sign and date upon contract completion

2. Advisor must complete the following section
   i. Recommendation for Renewal of Participating Addendum
      a. Review, sign and date upon Buyer's completion

   ii. Recommendation for Particpating Addendum Approval
      a. Review, sign and date upon Buyer's contract completion

3. Procurement Manager must compete the following section
   i. Recommendation for Renewal of Participating Addendum
      a. Review, sign and date upon Advisor's completion

   ii. Recommendation for Particpating Addendum Approval
      a. Review, sign and date upon Advisor's contract completion

4. Staff Assistant must compete the following section
   ii. Contract Mailed to Supplier
      a. Initial and date the day copy of signed contract mailed to supplier

C. Contract Amendment
1. Buyer must complete the following sections
   i. Today's Date
      a. The day the form is initiated

   ii. Action
      a. Choose "Amendment"

   iii. Contract Number
      a. Write or type contract number with renewal/extension. Ex: 12345 OC Amend 1

   iv. Previous Contract/End of Contract Period
      a. Initial contract award does not have a previous contract period, write or type "N/A"

   v. Product Description
      a. Brief description of the item(s)

   vi. Contract Effective Dates
      a. Dates initial contract award is being issued

   vii. Contract Value
      a. Specific value of contract award, including the total value of all renewal periods to define if a contract will fall under statute requirements
      b. Circle Estimated Amount if estimated for commodity contract
      c. Circle Amount Not To Exceed if pricing is set or not based on estimated usage

   viii. Unit of Measure
      a. Write or type the unit of measure used on contract

   ix. Reporting Schedule and/or Rebate/Admin Fees
      a. Select "Yes" or "No" if either apply
      b. Explain when Reports and/or Rebate/Admin Fees are due

x. Renewal Periods Remaining
    a. The number of remaining renewal periods

xi. WSCA Contracts Contain the Following Elements
    a. Informational purposes only.

xii. Remarks
    a. Remarks regarding agency contact information or other pertinent information. Detail to be only what is necessary and related to the complexity of the contract.

xiii. Recommendation for Renewal of Partipating Addendum
    a. Not a requirement for an amendment, leave blank

xiv. Recommendation for Particpating Addendum Approval
    a. Review, sign and date upon contract amendment completion

2. Advisor must complete the following section
    i. Recommendation for Particpating Addendum Approval
        a. Review, sign and date upon Buyer's contract amendment completion

3. Procurement Manager must compete the following section
    i. Recommendation for Particpating Addendum Approval
        a. Review, sign and date upon Advisor's contract amendment completion

4. Staff Assistant must compete the following section
    i. Contract Mailed to Supplier
        a. Initial and date the day copy of signed contract amendment mailed to supplier

3. References

State Purchasing Bureau, SOP 1, File Configuration & Maintenance
State Purchasing Bureau, SOP Appendix N-O

	SOP Number & Name:	SOP 4, Quantity Increases
NEBRASKA AdministrativeServices Materiel Division	Revision Number:	Original
	Implementation Date:	12/04/2012
State Purchasing Bureau	Last Reviewed/Update Date:	5/2/2014
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Quantity Increases

1. *Overview*

Quantity increases may occur on commodity and service contract awards, renewals, and extensions.

All quantity increases should be completed within a ***twenty-four hour period***, from time of receipt from the agency.

Quantity increase requests are required to have a completed "Quantity Increase Checklist" attached to the request within the classification folder. Items on the checklist will be marked off, dated, and initialed as tasks are completed. "Quantity Increase Checklist" will also include Milestone Reviews.

Refer to SOP 1, File Configuration & Maintenance for placement of quantity increases form within the pressboard classification folder.

2. *Procedure*

I. Agency requests quantity increase, submitting an "Increase Quantity or Modify Contract / Purchase Order Deliverable Information" form, shown below in figure 1, to SPB at: as.materielpurchasing@nebraska.gov

II. Staff Assistant will complete the following:

   A. Staff Assistant finds contract within the Payroll and Financial Center
   B. Contract is not a SPB contract:
      1. Staff Assistant will forward original email to the appropriate agency individual who requested the quantity increase and inform the agency the contract does not belong to SPB.
      2. Inform the contact at the agency of their right to increase the quantity of the contract within their own office. ***This Applies To Agency Processed Service Contracts Only.***

   C. Contract is a SPB contract:
      1. Identify Buyer using the "State Contracts" on the SPB website
      2. Request is forwarded from as.materielpurchasing@nebraska.gov to the SPB buyer listed on the contract and carbon copying the State Procurement Supervisors.
         i. If Buyer is out of the office, contact that Buyer's State Procurement Supervisor to see who should review and approve the Buyer's Quantity Increase request in the Buyer's absence.

III. Buyer will complete the following:

A. Checkout contract file
B. Review request using "Quantity Increase Checklist"
   1. Are the lines requested canceled?
      i. 980-999 Status (Via Amendments and/or Renewals via Payroll and Financial Center)
      ii. If line is to be reopened, notate which lines need to be reopened in the "Exceptions" section of the Checklist

   2. Are the lines requested depleted?
      i. 215-999 Status (Within Payroll & Financial Center)
      ii. Notate which lines need to be reopened in the "Comments" section of the Checklist

C. "Approved" or "Not Approved" using "Quantity Increase Checklist"
D. "Approved"
   1. All correspondence, initial request and "Quantity Increase Checklist" are placed within the contract classification folder, per SOP1, File Configuration & Maintenance.
   2. Work with Milestone Reviewer
   3. If lines requested are depleted, "215-999" status, forward contract file to Second Level Help Desk
      i. Forward Original Agency Email to Staff Assistant, carbon copying State Procurement Supervisors and Second Level Help Desk
      ii. Second Level Help Desk
         a. Reopen requested lines
         b. Notate Lines Opened
         c. Complete Timeline form
         d. Forward Contract File to Staff Assistant

   4. If Second Level Help Desk is not needed, Forward original agency email and contract file to team Staff Assistant, carbon copying State Procurement Supervisors

E. "Not Approved"
   1. Forward original request to the agency individual who requested the quantity increase and inform the agency that SPB cannot complete the agency request at this time due to the reason provided on the "Quantity Increase Checklist."
      i. Carbon copy the State Procurement Supervisors so they are aware the request is complete

   2. All correspondence, initial request and "Quantity Increase Checklist" are placed within the contract classification folder, per SOP1, File Configuration & Maintenance.
   3. Does not require a Milestone Review
   4. Return file to where it was checked out

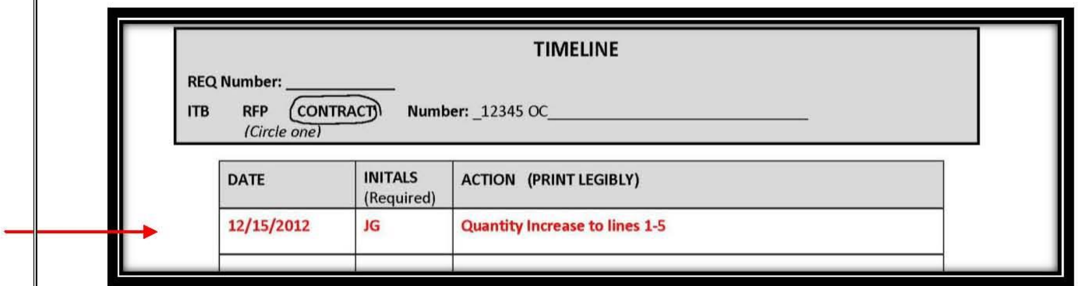
IV. Staff Assistant will complete the following when email and contract file is received from Buyer:

A. Approved:
   1. Add requested quantity to appropriate contract and detail line in Payroll and Financial Center
   2. Ensure contract does not require approval within the Payroll and Financial Center
      i. If needed, notify the staff member responsible for approving the contract before any other action is taken on the request

   3. Forward original Agency email, stating request is complete back to Requesting Agency

i. Carbon copy the Buyer and State Procurement Supervisors so they are aware the request is complete

B. Log the Quantity Increase on the contract "Timeline", as shown below in Figure 2. Refer to SOP 2, Timeline Form for further instructions on how to fill out a "Timeline".



TIMELINE

REQ Number: ____________

ITB RFP CONTRACT Number: _12345 OC__________________________

(Circle one)

DATE	INITALS (Required)	ACTION (PRINT LEGIBLY)
12/15/2012	JG	Quantity Increase to lines 1-5

Figure 2

C. Print any additional email correspondence and place within the contract classification folder, as per SOP1, File Configuration & Maintenance.
   1. Daisy chain emails are to be replaced

D. Work with Milestone Reviewer

E. Return file to where it was checked out

V. Second Level Internal Request

A. This process is to be used any time Second Level Help Desk is needed to open lines, other than Quantity Increases

   1. Are the lines requested canceled?
      i. 980-999 Status (Via Amendments and/or Renewals via Payroll and Financial Center)
      ii. If line is to be reopened, notate which lines need to be reopened on the Checklist

   2. Are the lines requested depleted?
      i. 215-999 Status (Within Payroll & Financial Center)
      ii. Notate which lines need to be reopened on the Checklist

B. All correspondence, initial request and "Quantity Increase Checklist" are placed within the contract classification folder, per SOP1, File Configuration & Maintenance.

C. Work with Milestone Reviewer

D. Second Level Help Desk
   1. Reopen requested lines
   2. Notate Lines Opened
   3. Complete Timeline form

E. Forward Contract File to Staff Assistant/Buyer

3. References

State Purchasing Bureau, SOP 1, File Configuration & Maintenance
State Purchasing Bureau, SOP 2, Timeline Form

NEBRASKA Administrative Services Materiel Division	SOP Number & Name:	SOP 5 Buyer Solicitation Form (Purple Sheet)
	Revision Number:	Original
	Implementation Date:	12/11/2012
State Purchasing Bureau	Last Reviewed/Update Date:	10/25/2012
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Buyer Solicitation Form

***NOTE:** "Advisor" means "State Procurement Supervisor" within all SOP's. (7.5.2013)*

1. Overview

Buyers and Staff Assistants use the "Buyer's Solicitation Form" as an instructional aide to prepare ITBs/RFPs and to notate specific actions during the stages of the bid process. It functions as an instructional form and checklist used by both the Buyer and Staff Assistant to manage the posting and bid processes. The Buyer initiates this form.

The "Buyer's Solicitation Form" is used to record and share Buyer instructions to Staff Assistants for Invitations to Bid (ITBs) and Requests for Proposals (RFPs), as well as Staff Assistant notation of their activities during the bid process for an ITB or RFP. The Buyer's Solicitation Form is anecdotally known as "the Purple Sheet" within State Purchasing Bureau (SPB) because it is printed upon purple paper.

Refer to SOP 1, File Configuration & Maintenance for placement of the "Buyer's Solicitation" form within the file structure.

Refer to Appendix P for "Buyer's Solicitation" form.

2. *Procedure*

I. ""Buyer's Solicitation" Form in use. Buyer fields are completed in black and Staff Assistant fields are completed in red.

Buyer's Solicitation Form

One Time Purchase ☐ **Contract** ☑ **RFP** ☐ **RFP-Alt Form** ☐ **RFI** ☐ **Post ITB/RFP to Internet:** Yes ☑ No ☐ .

Six Digit Agency Billing Code 46-70-01 **Business Unit** 46700025

Method of Solicitation: Formal Informal Open Market

Required By Date: (Opening Date) 11/24/2012

Buyer: Jane Green

Requisition # 12345 OR **ITB/RFP #** 5897 OF **Document Description:** Specialty Widgets

Please include document type with document number. Ex: Paper/Plastic Products (30 Characters)

Are all specifications and other documents needed saved on the G drive in the appropriate folder? Yes or No

If No, where are they located?

Bids should be sent to 10 vendors when possible and posted to website unless sole source.

Dev Req: EMR ☐ FUR ☐ RES ☐ SOL ☐ SW ☑ U15 ☐ **Bid Tabs:** Ext. Price Yes

Agency Justification Attached N/A **Waiver/Approval** ______ Admin. Initials Totals Yes

Selected Vendors (On list under class-item)	Additional Vendors (On list not under class-item)	Reference Vendors (Not on list)
Please list NIGP codes and vendor # NIGP 61725 ABC Company 51368 XYZ Company 657412 MWS Company 215674 PRT Company 8754123 LEW Company 5415456	QRT Company 56456456 STS Company 565642222 MLO Company 556422 QTS Company 4545154 DQO Company 54541211	Attention: Lewis Larry LLL Inc. 1234 Way Drive Mystical, NE 57325

Agency Information

Agency Name: Library Commission

Contact AB#: 989776

Agency Contact: Sally Smith

Address: 1520 N 27th St, Ste 16

City and State: Lincoln, NE

Phone: 402-471-555

RFP Requirements

Public Notice - Omaha:

On-line 7 days - Omaha:

Print version must be selected in order to add the online option.

Public Notice - Lincoln:

Alternate Source:

Please note Wed and/or Sun listing and date(s) to be listed.

Recycled Content: Yes ☑ No ☐

Energy Star: Yes ☐ No ☑

Bio-Based Yes ☐ No ☑

RFP Letters Sent: 10/16/2012 (Date) 11 (Quantity) JJ (Initials)

ITB/RFP Posted: 10/16/2012 (Date) JJ (Initials)

Addendum 1: 11/1/2012 JJ

Addendum 2:

Addendum 3:

Addendum 4:

Date Initials

Additional Comments: Please refer to the draft specications and requisition for changes that need to be made.

Date Submitted to Staff Assistant: 10/15/2012 **Date Staff Assistant Received:** 10/15/2012

Updated 10/23/12

II. The Buyer completes the following section

A. Select procurement event
   - ✓One Time Purchase
   - ✓Contract
   - ✓RFP
   - ✓RFP-Alt Form
   - ✓RFI

B. Six Digit Agency Billing Code (RFP, RFP-alt, RFI only)
   - i. Write or type the code
     - a. Used to charge the requesting agency for postage

C. Business Unit (RFP, RFP-alt, RFI only)
   - i. Write or type the number
     - a. Used to charge the requesting agency for copies, ads, etc

D. Post ITB/RFP to Internet
   - i. Select "Yes" or "No"
     - a. All ITB's and RFP's need to be posted to SPB website, unless deemed otherwise

E. Method of Solicitation
   - i. Circle "Formal", "Informal" or "Open Market"
     - a. "Formal" follows a specific sequence of events and time frame and is "opened" publicly
     - b. "Informal" does not have the stringent timeline of the formal bid process
     - c. "Open Market" is used for Return Mail quotes for commodity

F. Buyer
   - i. Write or type the name of the Buyer assigned to the procurement event

G. Required by Date
   - i. Write or type the opening date the ITB or RFP is to be received and opened

H. Requisition #
   - i. Write or type the number of the Requisition

I. Document Description
   - i. Write or type a brief description of the commodity or service

J. Are all specifications and other documents needed saved on the G Drive in the appropriate folder?
   - i. Select "Yes" or "No"
   - ii. All documents must be located on the G Drive, unless deemed otherwise and approved by Advisor and Procurement Manager
   - iii. If "No", the Buyer writes or types the location where the documents are stored

K. Dev Req
   i. Select
      ✓EMR – Emergency
      ✓FUR – Furniture
      ✓RES – Restricted
      ✓SOL – Sole Source
      ✓SW – Statewide
      ✓U15 – Bid under 15 days

L. Bid Tabs
   i. Ext Price
      a. Select "Yes" or "No"

   ii. Totals
      a. Select "Yes" or "No"

M. Agency Justification Attached
   i. Write or type "Yes", "No" or "N/A"
   ii. Justification is required on any bid that does not have a Dev Req, listed above, of SW
   iii. Justification must be approved by Procurement Manageror designee prior to routing to Staff Assistant

N. Selected Vendors
   i. Write or type NIGP Codes used in quote
   ii. Write or type vendor name and AB #

O. Additional Vendors (Have AB #, but not the associated NIGP code)
   i. Write or type vendor name and AB #

P. Reference Vendors
   i. Write or type names & addresses of vendors not listed within Payroll & Financial Center

Q. Agency Information
   i. Write or type the contact information of the Agency

R. RFP Requirements
   i. Write or type the day the agency has selected to advertise in the OWH, LJS, both or an alternate source
      a. If an alternate source, provide email from agency stating alternate source and advertising deadlines

S. Recycled Content
   i. Select "Yes" or "No"
      a. Do the specifications identify there is recycled or post-consumer content?

T. Energy Star
   i. Select "Yes" or "No"
      a. Do the specifications identify an Energy Star rating?

U. Bio-Based
   i. Select "Yes" or "No"
      a. Do the specifications identify there is bio-based content?

V. Additional Comments
   i. Write or type any other additional instructions for the staff assistant

W. Date Submitted to Staff Assistant
   i. Write or type the date document was routed to Staff Assistant for processing

III. The Staff Assistant completes the following items

A. Quote, ITB/RFP #
   ii. Write or type the number of the Quote

B. ITB/RFP Letters Sent
   i. Write the date, quantity and initial date letters mailed

C. ITB/ RFP Posted
   i. Write initials and date posted to SPB

D. Addendum 1, 2,3, etc.
   i. Initial and Date when an Addendum is posted to SPB website

E. Date Staff Assistant Received
   iii. Write or type the date the documents were received by the staff assistant

3. References

State Purchasing Bureau, SOP 1, File Configuration & Maintenance
State Purchasing Bureau, SOP Appendix P

NEBRASKA Administrative Services Materiel Division	SOP Number & Name:	SOP 6, Buyer's Instructional Form (Pink Sheet)
	Revision Number:	Original
	Implementation Date:	12/11/2012
State Purchasing Bureau	Last Reviewed/Update Date:	10/23/2012
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Buyer's Instructional Form

NOTE: *"Advisor" means "State Procurement Supervisor" within all SOP's. (7.5.2013)*

1. Overview

Buyers and Staff Assistants use the Buyer's Instructional Form as an aide to prepare initial contract awards, contract amendments, contract renewals/extensions, purchase orders and change orders. It functions as an instructional form and checklist used by both the Buyer and Staff Assistant to manage the preparation and post signature process of documents. The Buyer initiates this form to begin contract and purchase order processes.

The Buyer's Instructional Form is anecdotally known as "the Pink Sheet" within State Purchasing Bureau (SPB) because it is printed upon pink paper.

Refer to SOP 1, File Configuration & Maintenance for placement of the "Buyer's Instructional" form within the file structure.

Refer to Appendix Q for "Buyer's Instructional" form.

2. Procedure

I. "Buyer's Instructional" Form in use. Buyer fields are completed in black and Staff Assistant fields are completed in red.

Buyer's Instructional Form

Description of Product/ Service: Sepecialty Widgest
Contract/ Purchase Order #: 12345 OC Ren 1

Awarded Vendor AB#: 548855
Awarded From Doc #: 12345 OC

Contract Period Beginning: November 1, 2012 thru October 31, 2012

Renewal #: 2
Extension #:

Amendment Effective Date:
Amendment #:

Post Contract to Internet? Yes ☑ No ☐
Yes, No, Other Specifications filled in by vendor will always be posted unless otherwise noted.

IT Related? Yes ☐ No ☑
If yes, use special code on contract database.

Post Bid Tab to Internet? Yes ☐ No ☑

Fixed Asset? Yes ☐ No ☑
If yes, send copy of PO to Fixed Asset coordinator.

Recycled and/or Post Consumer Content? Yes ☑ No ☐

Ordering Agency: Crime Commission

Energy Star Rated? Yes ☐ No ☑

Bio-Based? Yes ☑ No ☐

Vendor Contact info on header
will be populated with info from lower right hand corner of signature page unless otherwise noted here.

Distribution of PO/Contract
including specs (maybe faxed or emailed)

Hard Copy to: Buyer

E-mail to: Sally Smith
Roger Roth

Fax to:

Additional Comments: Please see working documents

Signed Document Check List

Scanned:	10/31/2012 JJ	NIGP Codes Listed: (If more space is needed, list on back of form)	
Copies:	10/31/2012 JJ	26057	
Mailed:	10/31/2012 JJ	Bid Tab:	
G Drive:	10/31/2012 JJ	Upload Contracts Database:	11/1/2012 JJ
Contracts Webpage:	11/1/2012 JJ	RFP Webpage:	
Payroll & Financial Center:	11/1/2012 JJ	Electronic Contract Approval:	
Inventory Master:	11/1/2012 JJ	Email:	11/1/2012 JJ

Date Submitted to Staff Assistant: 10/20/2012

Date Staff Assistant Received: 10/20/2012

Updated 10/23/12

I. The Buyer completes the following sections to begin the process, unless otherwise noted

A. Description of Product/Service
   1. Write or type brief description of the item(s) or service

B. Contract/Purchase Order #
   1. Write or type the contract or purchase order number
      i. Number assigned when contract is generated in Payroll and Financial Center
      ii. If an Initial contract or purchase order, this section will be completed by a Staff Assistant

C. Awarded from Doc #
   1. Write or type previous requisition, quote, contract or purchase order #

D. Awarded Vendor AB #
   1. Write or type Address Book (AB) number
      i. AB number assigned to vendor by Payroll and Financial Center
      ii. If vendor does not have an assigned AB #, the Staff Assistant will make the request for their addition

E. Contract Period Beginning
   1. Write or type dates for the contract period

F. Renewal #
   1. Write or type the number of the renewal, if applicable

G. Extension #
   1. Write or type the number of the extension, if applicable

H. Amendment Effective Date
   1. Write or type date for which the amended contract is being issued, if applicable

I. Amendment #
   1. Write or type the number of the amendment, if applicable

J. Post Contract to the Internet?
   1. Select "Yes" or "No"
      i. All contracts need to be posted to the SPB website, unless deemed otherwise
      ii. Purchase orders and change orders are not posted to the SPB website, leave blank

K. IT Related?
   1. Select "Yes" or "No"
      i. Does the contract have Information Technology components?
      ii. Not Applicable to purchase orders and change orders

L. Post Bid Tab to internet?
   1. Select "Yes" or "No"
      i. All bid tabs need to be posted to the SPB website, unless deemed otherwise
      ii. If the procurement process does not require a bid tab, check "No"

M. Fixed Asset?
   1. Select “Yes” or “No”
      i. Is the purchase order for a standalone, moveable piece of equipment (that is, not affixed to a building) with a value of $1500 or more?
      ii. If “Yes” is checked, a copy of the Purchase Order will be sent to the Fixed Asset Coordinator to be logged into the inventory database and tracked by location

N. Ordering Agency
   1. Write or type the agency requesting the procurement action

O. Recycled and/or Post Consumer Content?
   1. Select “Yes” or “No”
      i. Does the contract or purchase order specifications identify there is recycled or post-consumer content?

P. Energy Star Rated?
   1. Select “Yes” or “No”
      i. Does the contract or purchase order specifications identify an Energy Star rating?

Q. Bio-based?
   1. Select “Yes” or “No”
      i. Does the contract or purchase order specifications identify there is bio-based content?

R. Vendor Contact Info on header
   1. Unless otherwise noted here, information will be populated from the lower right hand corner of the ITB signature page

S. Distribution of PO/Contract
   1. Write or type agency contact person(s) the contract or PO should be distributed to
   2. Include additional contacts that may apply
   3. Distribution can be via hard copy, email &/or fax

T. Additional Comments
   1. Write or type any additional instructions for the staff assistant

U. Date Submitted to Staff Assistant
   1. Write or type date file was routed to Staff Assistant for processing

II. The Staff Assistant completes the following sections upon receipt from the Buyer

A. Contract/Purchase Order #
   1. Number assigned when initial contract is generated in the Payroll and Financial Center

B. Date Staff Assistant Received
   1. Write or type the date the documents were received by the Staff Assistant

III. The Staff Assistant will complete the Signed Document Checklist

Upon completion of the final document signatures, the Staff Assistant will utilize the checklist to ensure that all documentation and posting activities are completed. The Staff Assistant will fill in this block with their initials and date when each item is completed as the actions are processed.

A. Purchase Orders/Change Orders

1. Scanned:
   - ✓ Original signed document and specifications are scanned into a PDF file format.
   - ✓ Original signed documents are to remain with the file

2. Copies:
   - ✓ Three copies are made: blue copy for file, white copy for supplier PO file and white copy for the supplier. (Original signed documents remain with blue copy of PO)

3. Mailed:
   - ✓ Copy of the contract is mailed to the supplier. (Not the original)

4. G Drive:
   - ✓ This is not applicable

5. Contracts Webpage:
   - ✓ This is not applicable

6. Payroll & Financial Center:
   - ✓ Attach scanned document and specifications to the PO document in the Payroll & Financial Center

7. Inventory Master:
   - ✓ This is not applicable

8. NIGP Code(s) Listed:
   - ✓ This is not applicable

9. Bid Tab:
   - ✓ Awarded Bid Tab is posted to the SPB website
     - ➢ Only if "yes" is checked on "Post Bid Tab to Internet?"

10. Upload Contracts Database
    - ✓ This is not applicable

11. RFP Webpage:
    - ✓ This is not applicable

12. Electronic Contract Approval:
    - ✓ This is not applicable

13. Email:
    - ✓ Email is sent to the person(s) listed in the Distribution list, with Purchase Order attached

B. Goods Contract (Initial Award, Renewal, Extension, Amendment)
1. Scanned:
   - ✓ Original signed document & specifications are scanned into a PDF file format
   - ✓ Original signed documents are to remain with the file

2. Copies:
   - ✓ Two copies are made; one copy for Buyer and one copy for supplier

3. Mailed:
   - ✓ Copy of the contract is mailed to the supplier (Not the original)

4. G Drive:
   - ✓ PDF is saved to the G Drive

5. Contracts Webpage:
   - ✓ PDF is added to the Contracts Webpage
     - ➢ Only if "yes" is checked on "Post Contract to the Internet?"

6. Payroll & Financial Center:
   - ✓ Attach scanned contract & specifications to contract document in the Payroll & Financial Center

7. Inventory Master:
   - ✓ NIGP codes recorded in the Inventory Master within the Payroll & Financial Center

8. NIGP Code(s) Listed:
   - ✓ List the specific NIGP codes within the contract.
   - ✓ If more space is needed, list on back of the form

9. Bid Tab:
   - ✓ Awarded Bid Tab is posted to the SPB website
     - ➢ Only if "yes" is checked on "Post Bid Tab to Internet?"

10. Upload Contracts Database:
    - ✓ Database is uploaded to SPB website, attaching the contract and specifications to the contract link
      - ➢ If "yes" is checked on "IT Related?", use special code "1" in contract database
      - ➢ If "yes" is checked on "Recycled and/or Post Consumer Content?", use an "R" in front of the contract number in the contract database
      - ➢ If "yes" is checked on "Energy Star Rated?", use an "E" in front of the contract number in the contract database
      - ➢ If "yes" is checked on "Bio-based?", use a "B" in front of the contract number in the contract database

11. RFP Webpage:
    - ✓ This does not apply to Commodity contracts.

12. Electronic Contract Approval:
    - ✓ If applicable, date the electronic contract is approved within the Payroll & Financial Center

13. Email:
    - ✓ Email is sent to the person(s) in the Distribution list providing the link to the contract

C. Service Contracts (Initial Award, Renewals, Extensions, Amendments)

1. Scanned:
   - ✓ Original signed document & specifications are scanned into a PDF file format
   - ✓ Original signed documents are to remain with the file

2. Copies:
   - ✓ Two copies are made; one copy for Buyer and one copy for supplier

3. Mailed:
   - ✓ Copy of the contract is mailed to the supplier (Not the original)

4. G Drive:
   - ✓ PDF is saved to the G Drive

5. Contracts Webpage:
   - ✓ PDF is added to the Contracts Webpage
     - ➢ Only if “yes” is checked on “Post Contract to the Internet?”

6. Payroll & Financial Center:
   - ✓ Attach scanned contract and specifications to the contract document in the Payroll & Financial Center

7. Inventory Master:
   - ✓ NIGP codes recorded in the Inventory Master within the Payroll & Financial Center

8. NIGP Code(s) Listed:
   - ✓ List the specific NIGP codes within the contract
   - ✓ If more space is needed, list on back of the form

9. Bid Tab:
   - ✓ This does not apply to Service Contracts

10. Upload Contracts Database:
    - ✓ Database is uploaded to SPB website, attaching the contract and specifications to the contract link
      - ➢ If “yes” is checked on “IT Related?”, use special code “1” in contract database
      - ➢ If “yes” is checked on “Recycled and/or Post Consumer Content?”, use an “R” in front of the contract number in the contract database
      - ➢ If “yes” is checked on “Energy Star Rated?”, use an “E” in front of the contract number in the contract database
      - ➢ If “yes” is checked on “Bio-based?”, use a “B” in front of the contract number in the contract database

11. RFP Webpage:
    - ✓ RFP webpage on the SPB website is updated.

12. Electronic Contract Approval:
    - ✓ If necessary, date that the electronic contract is approved within the Payroll & Financial Center

13. Email:
    - ✓ Email is sent to the person(s) in the Distribution list providing the link to the contract

3. References

State Purchasing Bureau, SOP 1, File Configuration & Maintenance
State Purchasing Bureau, SOP Appendix Q

	SOP Number & Name:	7
	SOP Name:	Request for Proposal Process
	Revision Number:	R1
	Implementation Date:	12/11/2012
State Purchasing Bureau (SPB)	Last Reviewed/Update Date:	08/24/2015
SOP Owner: SOP Review Team	Approval:	

Standard Operating Procedure, Request for Proposal Process

1. Overview

Requests For Proposals (RFPs) are used to procure services or projects involving services. Agencies may request that SPB handle the bidding process for an RFP or agencies may choose to bid and process RFPs themselves using the Agency Processed RFP procedure. Any RFP estimated to be $50,000 or greater for the total term of contract, including proposed renewal terms, must be processed using the SPB boilerplate, must be pre-reviewed by SPB prior to release, and must be posted on the SPB website. Regardless of whether the RFP is bid by SPB or an Agency, RFPs require Agency choices and/or decisions. A successful RFP is a collaborative event.

RFP boilerplates are template forms including Terms and Conditions, Schedule of Events, and a description of service requirements and are available for download at the SPB website. Standard language for RFP Terms and Conditions cannot be altered without review of the proposed language by SPB Legal Counsel.

The four (4) types of RFPs bid through SPB are:

- RFP (traditional)
- Cost-Only RFP
- Cafeteria & Vending RFP
- Subaward RFP

The RFP process begins at the Agency level with the identification of need for a service. SPB encourages Agencies to contact Procurement Supervisors for help with questions including, but not limited to:

- Project Description and Scope of Work (Section IV of RFP boilerplate)
- Completing forms
- Tentative Schedule of Events
- Requisition entry in Payroll & Financial Center (PFC)

SPB has 75 business days to process the RFP for release. The timeline for RFP tasks does not begin for a Buyer until ALL documents are received from the agency.

An RFP with a total value in excess of $15 million requires a Proof of Need analysis that is prepared by the Agency, and must be reviewed and certified by Materiel Division, prior to processing the contract award. This applies to both SPB and Agency processed RFPs.

Procurement Supervisor responsibilities throughout the RFP process include:

- Assign Lead and Backup Buyers
- Updating the SPB Procurement Tracking System
- Assisting Buyer(s) in communicating with Agency
- Assisting Buyer(s) with RFP issues
- Updating Procurement Manager on status and/or potential issues
- Proactive communication with Agency

Checklists are required for different areas of the RFP process, and are to be attached under the Timeline form(s) within the classification folder (Surface 1). Items on the checklist will be dated and initialed as tasks are completed. RFP checklists may also include Milestone Reviews. The required checklists for the RFP process include:

- RFP Intake
- RFP Intital Review
- RFP Final Review
- RFP Release
- RFP Opening
- RFP Evaluation
- RFP Oral Presentations
- RFP BAFO
- RFP BAFO Opening
- Reject all Bids
- Pre Contract Award (RFP)

See References for more information

2. *Procedure*

I. RFP Intake Process (RFP Intake Checklist)

   A. Procurement Supervisor reviews requisition and documentation from Agency

      1. Draft of RFP with Track Changes on in Word format
      2. Documentation of any Exceptions
      3. Additional definitions/acronyms
      4. Cost Sheet(s)
      5. RFP Attachments (if applicable)
      6. OCIO approval (if IT related)
      7. Agency provided Vendor Reference List
      8. Most recent copy of grant (if applicable)
      9. Evaluation Criteria
      10. Evaluator Worksheet

      Note: Evaluation Criteria and Evaluator Worksheet are mandatory at the time the requisition is submitted.

      Upon agency approval of the requisition, the requisition routes electronically to SPB, with the above documentation attached. The requisition, with attached documents, will be submitted to SPB. The Procurement Supervisor will not move forward until all documents have been submitted through PFC.

      If any required attachments are missing, Procurement Supervisor will return to Agency for follow-up.

   B. Procurement Supervisor enters the requisition receipt date into the SPB Procurement Tracking System and creates the initiative within the electronic system.

   C. Procurement Supervisor assigns Lead and Backup Buyers

      A. Procurement Supervisor assigns and notifies Buyer(s) of the RFP based on current contract workload and the Buyers' expertise on the subject.

   D. Staff Assistant requests Business Unit and Billing Code from Agency to assign a copier code, to be used for all copies made in regard to the RFP. (RFP Initial Review Checklist - Buyer Process)

      1. See G:\Purchasing\Copier Billing\<year>\Copier ID Assignment.excel
         i. Enter Buyer Initials in column B on next available line
         ii. Enter Description of Project
         iii. Enter Date Assigned
         iv. Enter Agency for whom RFP is processed
         v. Enter Agency Business Unit
         vi. Enter Agency Billing Code
         vii. Enter Requisition Number

      2. Use temporary code to copy and print, when RFP number is assigned Staff Assistant will update the Copier ID Assignment sheet, and the RFP number will be used for all future copying and printing

   E. Procurement Supervisor and Buyer(s) create a folder within their Outlook e-mail

      1. E-mail correspondence received regarding this RFP should be placed in this folder
         i. All e-mail correspondence needs to be printed and filed when received/sent. All attachments must be printed.

   F. Staff Assistant prints and files the following documents

1. Requisition and Approval Route
2. RFP with Track Changes on in Word format
3. Documentation of any Exceptions added or deleted
4. Additional definitions/acronyms
5. Cost Sheet(s)
6. RFP Attachments (if applicable)
7. OCIO approval (if IT related)
8. Agency provided Vendor Reference list
9. Most recent copy of grant (if applicable)
10. Evaluation Criteria (Not Applicable on Cost Only RFPs)
11. Evaluator Worksheet (Not Applicable on Cost Only RFPs)

G. Buyer saves a copy of the draft RFP and cost sheet(s), and any other documents that may be posted with the RFP to G:\Purchasing\RFP's and Information
   1. Create folder
      i. Name using Requisition number, brief description of the service, and Buyers' initials
      ii. Example: 123444 O5 Health Insurance RT MT

H. Buyer provides a copy of the draft RFP and associated documents to Procurement Supervisor

II. RFP Initial Review (RFP Initial Review Checklist – Pre Work)

The RFP Initial Review is completed by the Buyer(s). Buyer(s) meet with Procurement Supervisor and report any issues. Buyer(s) will meet with Agency to finalize RFP.

Note: Any draft of the RFP, Cost Schedules, Attachments, etc. (other than the originals submitted with the Requisition) may be held in a separate manila folder or electronic folder on the (G:) drive, labeled "Working Documents," and is withheld from Public Record Requests. The Buyer must also write "Working Document" on the first page of the document. This folder is to be recycled when the Buyer forwards the file for contract signatures.

A. Draft of RFP
   1. Buyer(s) (and Procurement Supervisor) review for completeness, coherence, and correct and current boilerplate
   2. Buyer(s) works with Agency to resolve questions

B. Added or Deleted Approved Exceptions (Section III. Terms and Conditions of RFP boilerplate)
   1. Buyer (and Procurement Supervisor) review for completeness and coherence
   2. Buyer works with Agency to resolve questions
   3. Buyer/Procurement Supervisor works with Legal Counsel to approve any changes

C. Schedule of Events

The Buyer will work with the Agency to determine exact dates for the RFP Schedule of Events.The Schedule of Events may be revised after the RFP is posted publicly via addendum. The suggested dates listed below are not mandatory, but provide a guideline to follow. Complex RFPs may require additional days between events due to the complexity and nature of the project or may be reduced under certain circumstances.

   1. Release Request for Proposal
      i. Date RFP posted publicly on SPB Website
   2. Last day to submit Notification of Intent to Attend Pre-Proposal Conference (if applicable)
      i. Allows agency and SPB to know how many individuals/bidders will be in attendance in order to plan for space requirements
      ii. Minimum ten (10) days after release of RFP

   3. Last Day to Submit Written Questions
      i. Bidders submit written questions related to RFP, by date specified within the Schedule of Events
      ii. Minimum fifteen (15) days after release of RFP

   4. Mandatory Preproposal Conference (if applicable)
      i. Conference where agency and SPB present RFP to bidders who may ask questions
      ii. Only written questions will have binding answers
      iii. Recommended for site visits, and complex RFP requirements
      iv. Minimum ten (10) to fifteen (15) days after release of RFP

   5. Last day to submit written questions after Pre-Proposal Conference (required if Pre-Proposal Conference occurred)
      i. Written questions received following Pre-Proposal Conference
      ii. Suggested one (1) to three (3) days after Pre-Proposal Conference

   6. State responds to written questions through Request for Proposal "Addendum"
      i. Questions are forwarded to Agency for response

ii. Questions regarding process or Terms and Conditions are answered by SPB with the assistance of Legal Counsel
iii. Buyer (and Procurement Supervisor) review answers
iv. Agency should allow two (2) to five (5) days for SPB review
v. Minimum ten (10) days after receipt of questions

7. Last day to submit Notification of Intent To Bid (if applicable)
   i. Bidders submit their intent to bid
   ii. Minimum two (2) to five (5) days after posting responses to questions

8. Review for Conformance with Mandatory Requirements
   i. Buyers review all submitted proposals to ensure proposals meet Mandatory Requirements listed in RFP
   ii. Post Respondents list and Evaluation Criteria to SPB website
   iii. Completed on the day of Proposal Opening

9. Evaluation Period
   i. Time estimated for the Evaluation Committee to review proposals
   ii. Fourteen to twenty-one (14-21) days, depending on complexity of RFP

10. Oral Interviews/Presentations and/or Demonstrations (if required)
    i. Formally structured interview/presentation and/or demonstration. Typically utilized when the scoring is close and there is a need to make sure the bidder has a clear understanding of the RFP requirements.
    ii. Oral Interviews/Presentations must be scheduled in close proximity, and allow for preparation and travel time for bidders.
    iii. Minimum of seven (7) days after evaluation

11. Post "Letter of Intent to Award" to Website
    i. After evaluations are completed, Agency submits award recommendation to SPB along with the Final Evaluation Document and copies of all Evaluator Worksheets
    ii. Buyers review evaluation scores to verify accuracy
    iii. Minimum two (2) to five (5) days after Evaluation Period, depending upon complexity

12. Contract Finalization Period
    i. Allow time to finalize contract language and collect required documentation
       a. Performance Bond (if required)
       b. Secretary of State Registration
       c. Certificate of Insurance
       d. Exceptions to the Terms and Conditions
       e. Any licenses or certificates required by the RFP (i.e. pharmacy license, professional certification/designation, etc.)
       f. Service Level Agreements (SLA)
    ii. Minimum twenty (20) days after posting "Letter of Intent to Award"

13. Contract Award
    i. Date contract is issued
    ii. Minimum thirty (30) days after posting "Letter of Intent to Award"

14. Contractor Start Date
    i. Date that Contractor may begin work
    ii. Contract date may be the same date as the Contract Award or a later date
    iii. Consider time for Contractor to acquire equipment or staff before beginning work

D. Definitions/Acronyms
   1. Buyer(s) (and Procurement Supervisor) review for completeness and coherence, and notes any additional Definitions/Acronyms
   2. Buyer(s) works with Agency to resolve questions

E. Draft of Cost Sheets
   1. Buyer (and Procurement Supervisor) review for completeness and coherence, considering how cost will be evaluated and how cost relates to deliverables
   2. Cost Sheet includes line for Bidder to include Firm Name
   3. Buyer works with Agency to resolve questions

F. Draft of RFP attachments, if applicable
   1. Buyer (and Procurement Supervisor) review for completeness and coherence
   2. Ensure attachments are named and referenced in RFP
   3. Buyer works with Agency to resolve questions

G. Buyer compiles Vendor Reference List
   1. Include Vendors provided from Agency
   2. Include incumbent contractor (if applicable, unless suspended)
   3. Search PFC for additional Vendors, by NIGP Code
   4. Minimum of ten (10) Vendors recommended

H. Evaluation Criteria (Not Applicable for Cost Only RFPs)
   1. Points allotted for each Part of Evaluation Criteria

I. Evaluator Worksheet (Not Applicable for Cost Only RFPs)
   1. Points match Evaluation Criteria
   2. Proposal Section, RFP Reference, and RFP Page # columns filled in
   3. Buyer confirms Agency understands Agency Evaluation Manual and associated forms

J. Buyer sends all final edits to the Agency for review. The Buyer may not proceed until the Agency has reviewed and approved all final changes.
K. Buyer completes the Buyer's Solicitation Form (Purple Sheet)

Buyer's Soliciation Form

One Time Purchase ☐ **Contract** ☐ **Full RFP** ☐ **Subaward RFP** ☐ **RFI** ☐

Cost Only RFP ☐ **Cafeteria/Vending RFP** ☐

Post ITB/RFP to Internet: Yes ☐ No ☐

Six Digit Agency Billing Code ________ **Business Unit** ________

Method of Solicitation: Formal Informal Return Mail

Buyer: ________ **Opening Date:** ________

Requisition # ________ **ITB/RFP #** ________ **Document Description:** ________

Please include document type with document number. Ex: Paper/Plastic Products (30 Characters)

Are all specifications and other documents needed saved on the G drive in the appropriate folder? Yes or No

If No, where are they located? ________

Requisition Approved? ________ **Requisition Printed?** ________

Bids should be sent to 10 vendors when possible and posted to website unless sole source.

Dev Req: EMR ☐ FUR ☐ RES ☐ SOL ☐ SW ☐ U15 ☐ Agency Specific ☐

Bid Tabs: Ext. Price ________ Totals ________

Agency Justification Attached ________ **Waiver/Approval** ________ Proc. Mgr. Int.

Selected Vendors (On list under class-item)	Additional Vendors (On list not under class-item)	Reference Vendors (Not on list)
Please list NIGP codes and vendor #		

Agency Information

Agency Name: ________

Agency Contact: ________

Address: ________

City and State: ________

Phone: ________

RFP Requirements

Public Notice - Omaha: ________

On-line 7 days - Omaha: ________

Print version must be selected in order to add the online option.

Public Notice - Lincoln: ________

Alternate Source: ________

Please note Wed and/or Sun listing and date(s) to be listed.

Letters Sent: ________ Date ________ Quantity ________ Initials

Recycled Content: Yes ☐ No ☐

Energy Star: Yes ☐ No ☐

Bio-Based Yes ☐ No ☐

Posted: ________ Date ________ Initials

Addendum 1: ________ ________

Addendum 2: ________ ________

Addendum 3: ________ ________

Addendum 4: ________ ________

Date Initials

Additional Comments:

Date Submitted to Staff Assistant: ________

Updated 05/12/15

1. Select a procurement event:
    i. One Time Purchase (not applicable)
    ii. Contract
    iii. RFP
    iv. RFP-Cost Only
    v. Cafeteria/Vending
    vi. Subaward
    vii. RFI (not applicable)

2. Six Digit Agency Billing Code
3. Business Unit
4. Post RFP to Website
    i. Select Yes or No
        a. All RFPs need to be posted to the SPB website unless sole source or deemed otherwise and must be approved by Procurement Supervisor

5. Method of Solicitation
    i. Circle Formal

6. Buyer
    i. Enter the name of the Buyer assigned

7. Opening Date
    i. Enter the Opening Date (date the RFP Response is to be received and opened)

8. Requisition #
    i. Enter the number of the Requisition from PFC

9. Document Description
    i. Enter a brief description
    ii. Limited to thirty (30) characters in PFC

10. Are all specifications and other documents needed saved on the (G:) drive in the appropriate folder?
    i. Select Yes or No
    ii. All documents must be located on the (G:) drive, unless deemed otherwise and approved by Procurement Supervisor and Procurement Manager
    iii. If No, enter location where documents are stored

11. Requisition Approved
    i. Date Requisition Approved
    ii. Initials of Approver (See Approval Route)

12. Requisition Printed
    i. Date Requisition Printed

13. Dev Req (Deviated Requisition)(if applicable)
    i. Select:
        1. EMR – Emergency
        2. FUR – Furniture
        3. RES – Restricted
        4. SOL – Sole Source
        5. SW – Statewide
        6. U15 – Bid under 15 days

7. Agency Specific

14. Bid Tabs (Cost Only)
    i. Extended Price
        1. Enter Yes or No

    ii. Totals
        1. Enter Yes or No

15. Agency Justification Attached
    i. Enter Yes, No, or N/A
    ii. Justification is required on any bid that has a Dev Req unless statewide (SW)
    iii. Justification must be approved by Procurement Supervisior and Procurement Manager prior to routing to Staff Assistant

16. Selected Vendors**
    i. Enter NIGP codes used in RFP
    ii. Enter Vendor name and Address Book number

17. Additional Vendors** (Have Address Book number but not associated NIGP code)
    i. Enter Vendor name and Address Book number

18. Reference Vendors**
    i. Enter names and addresses of Vendors not listed in PFC

** Note: Incumbent Contractor(s) must be included in one of the above Vendor Lists, if applicable and not suspended

19. Agency Information
    i. Enter the contact information for the Agency

20. RFP Requirements
    i. Write or type the day the agency has selected to advertise in the OWH, LJS, both or an alternate source
    ii. If an alternate source, provide email from agency stating alternate source and advertising deadlines

21. Recycled Content
    i. Select Yes or No
    ii. If specifications identify there is recycled or post-consumer content

22. Energy Star
    i. Select Yes or No
    ii. If specifcations identify an Energy Star rating

23. Bio-Based
    i. Select Yes or No
    ii. If specifications identify there is Bio-Based content

24. Additional Comments
    i. Enter any additional instructions for Staff Assistant

L. Buyer must print and file e-mail and all other correspondence, meet with Procurement Supervisor for Milestone Review, and update Timeline and Buyer Assignment sheets

M. Date Submitted to Staff Assistant
    i. Enter the date document was routed to Staff Assistant

N. Following Procurement Supervisor approval, Buyer(s) will transfer the file to Staff Assistant for Pre-Release Activities
    i. Buyer(s) will place any further revisions to the electronic files on top of the classification folder

O. Staff Assistant completes the following items on the Buyer's Solicitation Form (Purple Sheet)
1. RFP #
    i. Enter the RFP number

2. Letters Sent
    i. Enter the date and quantity of letters mailed and initial

3. Posted
    i. Enter date posted to SPB website and initial

4. Addendum 1, 2, 3, … etc.
    i. Initial and date when Addenda are posted to SPB website

5. Date Staff Assistant Received
    i. Enter the date the documents were received

III. Pre-Release Activities (RFP Final Review Checklist)
Allow Staff Assistant three (3) business days to complete Pre-Release Activities

A. Staff Assistant generates RFP number within PFC
B. Staff Assistant adds RFP number to Copier ID Assignment Worksheet
1. See G:\Purchasing\Copier ID Assignment Worksheet & Billing
2. Add the RFP number in the correct column
3. RFP number becomes copy and print code, and replaces temporary code
4. Add new copier code to both SPB copy machines

C. Staff Assistant adds RFP Number to filename folder in email
1. E-mail correspondence received regarding this RFP will be placed in this folder
    i. All e-mail correspondence needs to be printed and filed at time of receipt as applicable

D. Staff Assistant Renames RFP folder at G:\Purchasing\RFP and Information
1. Remove Requisition number and replace with RFP number
2. Add Staff Assistant initials to end of folder name, in lower case
3. Example: 1234 Health Insurance RT, JC, do

E. Staff Assistant Completes and Formats RFP Boilerplate – Per Buyer Instructions
Staff Assistant will use documents submitted by Buyer, and/or documents saved in the RFP folder to complete the boilerplate. Staff Assistant is responsible for adding and removing items according to these documents. Staff Assistant is also responsible for filling in or deleting any highlighted areas in each section of the boilerplate, per Buyer instructions. If Staff Assistant is unsure of any information, they are to ask the Buyer for clarification.

The following are standard sections to be formatted on the boilerplate:

1. Request for Proposal for Contractual Services Form
2. Table of Contents
3. Glossary of Terms
4. Acronym List (if applicable)
5. Section I - Scope of the Request for Proposal
6. Section II - Procurement Procedures
7. Section III - Terms and Conditions
8. Section IV - Project Description and Scope of Work
9. Section V - Proposal Instructions (not applicable to Cost Only RFPs)
10. Forms
11. Attachments

F. Staff Assistant Prepares Request for Proposal Announcement Letter
    1. Refer to Buyer's Solicitation Form (Purple Sheet) for required information
    2. Save and Print

G. Staff Assistant Creates Vendor Reference List and labels to mail Proposal Announcement Letters
    1. May be created within PFC
    2. May be created within a Word document, if not in PFC
    3. Refer to Buyer's Solicitation Form (Purple Sheet) for required information
    4. Save a copy
    5. Print on label paper (not applicable if e-mailing Announcement Letters)
    6. Make a copy of the Vendor Reference List on copy paper

H. Staff Assistant Prepares Public Notices and Cover Sheets with Agency-selected newspapers
    1. Refer to Buyer's Solicitation Form (Purple Sheet)for required information
    2. Print and Save

I. Staff Assistant will place the following items, in the following order, on top of the classification folder
    1. Solicitation Letter
    2. Copy of RFP
    3. Copy of Cost Sheets
    4. Copy of Attachments (if applicable)
    5. Vendor Reference List Labels (not applicable if e-mailing Announcement Letters)
    6. Copy of Vendor Reference List
    7. Public Notice Cover Sheets
    8. Public Notice
    9. Any draft documents provided by the Buyer(s)

J. Staff Assistant transfers file to Buyer

K. Buyer(s) reviews RFP Boilerplate and documents received from Staff Assistant. Use Final Agency Documents to review RFP Boilerplate for accuracy.
    1. Request for Proposal for Contractual Services Form – Included/Complete
        i. Dates Match Schedule of Events
        ii. Exceptions

    2. Table of Contents - Included/Complete
        i. Exceptions

3. Glossary of Terms - Included/Complete
    i. In alphabetical order
    ii. Exceptions

4. Acronym List (if applicable) – Included/Complete
5. Section I - Scope of the Request for Proposal – Included/Complete
    i. Term, including number of renewals
    ii. Schedule of Events
    iii. Exceptions

6. Section II - Procurement Procedures – Included/Complete
    i. Buyer Name(s)
    ii. Service Description is consistent throughout document
    iii. Intent to Bid (if applicable)
    iv. Written Questions and Answers
    v. Pre-Proposal Conference (if applicable)
    vi. Submission of Proposals
    vii. Evaluation of Proposals (not applicable to Cost Only RFPs)
    viii. Mandatory Requirements
    ix. Exceptions

7. Section III - Terms and Conditions – Included/Complete
    i. Insurance
    ii. Penalty (if applicable)
    iii. Retainage (if applicable)
    iv. Bid Bond (if applicable)
    v. Performance Bond (if applicable)
    vi. Prohibition Against Advanced Payment, unless otherwise identified in the RFP
    vii. Invoice Requirements
    viii. Prices
    ix. Exceptions

8. Section IV - Project Description and Scope of Work – Included/Complete
    i. Suggested Outline
        a. Project Overview
        b. Project Environment
        c. Project Requirements
        d. Business Requirements
        e. Scope of Work
        f. Technical Requirements
        g. Project Planning and Management
        h. Evaluate Current Project Environment
        i. Proposed Solution
        j. Perform Implementation
        k. Provide Post Implementation Support
        l. Deliverables (Required)

9. Section V - Proposal Instructions – Included/Complete
    i. Relationships with the State
    ii. Bidders Employee Relations to State
    iii. Contract Performance
    iv. Technical Approach
    v. Payment Schedule
    vi. Exceptions

10. Forms – Included/Complete
    i. Form A Bidder Contact Sheet
    ii. Form B Notification of Intent to Attend Pre-Proposal Conference (if applicable)
    iii. Form C Notification of Intent to Bid (if applicable)
    iv. Cost Sheet includes space for Bidder to provide Firm name
    v. Other Forms, as required

11. Attachments

L. Agency reviews Final RFP Document(s)
   1. Buyer will send completed RFP to Agency for review and approval.
   2. RFP shall not be published without written approval from the Agency.

M. Buyer reviews Request for Proposal Announcement Letter for accuracy and signs
N. Buyer reviews Vendor Reference List and Labels to mail/e-mail Proposal Announcement Letters for accuracy
O. Buyer Reviews Public Notices and Cover Sheets with Agency-selected newspaper(s)
   SPB must advertise in one (1) newspaper with statewide circulation
   1. Refer to Buyer's Solicitation Form (Purple Sheet) to verify information
      i. Check papers to advertise Public Notice
      ii. Check dates for advertisement

P. Buyer must print and file e-mail and all other correspondence and meet with Procurement Supervisor for Milestone Review and update Timeline and Buyer Assignment sheets
Q. If any changes are necessary, Buyer will return to Staff Assistant for changes
   1. Buyer may inform Agency of changes as necessary

R. Buyer will return to Staff Assistant for posting activities
S. Staff Assistant will print the final RFP, Cost Sheet(s), and any Attachments (if applicable) to .PDF and add bookmarks
T. Staff Assistant will post final RFP, Cost Sheet(s), and any Attachments (if applicable) to SPB Website
   1. Print out copy of all items attached to SPB website
   2. File according to SOP 1, File Configuration & Maintenance
   3. Date and Initial checklist

U. Staff Assistant e-mails Public Notices to Newspaper(s) and asks for return receipt confirmation (affidavit of publication is sent to Agency and SPB Lead Buyer, as verification of publication)
   1. Print confirmation e-mail, to include original e-mail to newspaper
   2. File Public Notice, Cover Sheet, and e-mails according to SOP 1, File Configuration & Maintenance

V. Staff Assistant sends Proposal Announcement Letter(s) by one of methods below:
   1. By Email
      a. At Buyer's direction
      b. If Agency provides email addresses for all Vendors on Reference List

   2. By Mail
      a. Make copies and fold
         i. Number of copies to be made is the number of labels on the Vendor Reference List

b. Label and stuff envelopes
   i. Use envelopes with SPB code printed on them

c. Rubberband the envelopes and place in U.S. Mail basket by 2:45 pm

3. File Vendor Reference List(s)

W. Staff Assistant Creates Bid Log sheet for Front Desk
X. Staff Assistant adds RFP to the Bid Opening Calendar for posting at the Front Desk, located at G:\Purchasing\Calendar
Y. Staff Assistant creates two (2) redropes, one for classification folder, and one for incoming Bids
   1. Redrope for classification folder will be returned to the Primary Buyer and used throughout the life of the RFP and Contract
   2. Redrope for incoming Proposals will be taken to the Front Desk to file by bid opening date

Z. Staff Assistant schedules conference room for Proposal Opening, and invites Buyers
AA. Staff Assistant schedules reminders for all items on the Schedule of Events and invites Buyers

IV. RFP Release Through Proposal Opening (RFP Release Checklist)

Procurement Supervisor works with Buyers throughout all processes. Procurement Supervisor monitors and updates SPB Procurement Tracking System as needed. If delays appear, Procurement Supervisor works with Agency and Procurement Manager to ensure that all understand the issues and are aware of revised timetable.

A. Staff Assistant transfers redrope, holding classification folder, to Buyer
B. Buyers confirms that all items were posted to SPB website
C. Notification of Intent to Attend Pre-Proposal Conference form (if required)
   1. Submitted to *asmaterielpurchasing@nebraska.gov*
      i. Front Desk Staff Assistant forwards to Buyer(s), Procurement Supervisor, and copies appropriate staff

   2. Buyer prints and files Intent to Attend Pre-Proposal Conference forms
   3. Buyer will forward vendor notices to Agency

D. Initial Questions and Answers

If Pre-Proposal Conference is held, there may be a separate "Questions and Answers" period to submit questions following the conference date for final submission of all questions, or included with the original question and answer period.

   1. Submitted to *asmaterielpurchasing@nebraska.gov*
      i. Front Desk Staff Assistant forwards to appropriate staff and copies Buyer(s) and Procurement Supervisor

   2. Staff Assistants will enter information into "Questions and Answers" Addenum as questions are received, in the order they were received
      i. Save document within RFP folder
      ii. Questions may be copied and pasted into addendum
      iii. Questions must be entered as they are received
         a. If questions are submitted with grammatical errors, do not revise, except to redact bidder identifying information.

3. Staff Assistant prints and files submitted questions
   Staff Assistants will hold questions, until the deadline to submit questions has been reached.

4. When deadline has been reached, Staff Assistant formats "Questions and Answers" Addendum and forwards to Buyer
5. Buyer confirms all submitted questions are included on addendum
6. Buyer forwards questions to Agency for review and provision of written response
7. Buyers review Agency responses
   i. Buyers may answer questions as to Procurement process
   ii. Consults with Procurement Supervisor (Procurement Manager and Legal Counsel as necessary) for milestone/approval to post
   iii. Buyer may be required to meet with the Agency to review some answers (prior to milestone)

8. Buyer forwards to Staff Assistant for formatting
9. Staff Assistant prepares "Questions and Answers" Addendum for posting, prints and forwards to Buyer for review and posting approval
10. Following Buyer approval, Staff Assistant posts to SPB website
11. Staff Assistant will print and file posted document
12. Staff Assistant documents posted Addendum on Buyer's Solicitation Form (Purple Sheet)

E. Mandatory Pre-Proposal Conference (if applicable)
   1. Buyer will print copy of RFP and highlight areas of the RFP to review with bidders
   2. Buyer will print and review previously submitted Questions and Answers
      i. Buyer may refer to bidder questions

   3. Buyer will print Pre-Bid/Proposal Attendance Sheet for registration
   4. Buyer will print and have sufficient copies of the Pre-Proposal Conference Questions form
      i. Form to be handed out at the beginning of the Pre-Proposal Conference

   5. Agency representative(s) and Buyers must attend
   6. May be held on site or at SPB, depending on nature of service
   7. Bidders will sign in using Pre-Bid/Proposal Attendance Sheet
   8. Questions asked at Pre-Proposal conference may be answered verbally, but are not binding. Bidder must submit written questions for inclusion in Questions and Answers addendum, per the Pre-Proposal Conference Questions form.
   9. Buyer will transfer Pre-Bid/Proposal Attendance Sheet to Staff Assistant for posting to SPB website and saves a copy in the RFP folder on the G: drive
   10. Staff Assistant documents posted form on Buyer's Solicitation Form (Purple Sheet) and files Attendance Sheet in classification folder (Surface 5)

F. Respond to Questions After Pre-Proposal Conference (if applicable)
   1. Questions are handled as previously described in D.2.

G. Second Round Questions and Answers (if applicable)
   1. Questions are handled as previously described in D.2.

H. Notification of Intent to Bid (if applicable)
   1. Submitted to *asmaterielpurchasing@nebraska.gov*
      i. Staff Assistant forwards to appropriate staff and copies Buyers and Procurement Supervisor on RFP

2. Staff Assistant will create Notification of Intent to Bid List spreadsheet as forms are received
   i. Save spreadsheet within RFP folder

3. Staff Assistant prints and files Intent to Bid forms
4. When deadline has been reached, Staff Assistant prepares Notification of Intent to Bid List for posting, prints and forwards to Buyer for review and posting approval
5. Buyer confirms that all submitted Notifications of Intent to Bid are included on the Notification of Intent to Bid List
6. Following Buyer approval, Staff Assistant posts to SPB website
7. Staff Assistant documents posted form on Buyer's Solicitation Form (Purple Sheet) and will print and file posted document (Surface 5)

I. Other Addenda, if necessary
1. Addendum for Change of Scope/Boilerplate Language
   i. Buyer must receive a written request or approval for change from Agency (email acceptable)
   ii. Buyer will advise Staff Assistant what changes need to be made
   iii. Staff Assistant will prepare Addendum for posting, print and forward to Buyer for review and posting approval
   iv. Following Buyer approval, Staff Assistant posts to SPB website
   v. Staff Assistant documents posted Addendum on Buyer's Solicitation Form (Purple Sheet) and will print and file posted document (Surface 5)

2. Addendum for Revised Schedule of Events
   i. Buyer must receive a written request or approval for change from Agency (email acceptable)
   ii. Buyer will advise Staff Assistant what changes need to be made
   iii. Staff Assistant will prepare Addendum for posting, print and forward to Buyer for review and posting approval
      a. Copy Schedule of Events table from boilerplate or previous Schedule of Events
      b. Delete any events already passed
      c. Strikethrough old date and add new date below in red and bold

   iv. Following Buyer approval, Staff Assistant posts to SPB website
   v. Staff Assistant documents posted Addendum on Buyer's Solicitation Form (Purple Sheet) and will print and file posted document (Surface 5)

J. Evaluation Criteria (not applicable to Cost Only RFPs)
Evaluation Criteria is mandatory at the time the requisition is submitted.
1. Procurement Supervisor/Buyer ensures that Agency has reviewed and understands SPB Evaluation Manual and associated forms
   i. Agency must use SPB Evaluation Manual forms
   ii. Agency is suggested to have five (5) Evaluation Committee members
      a. Each evaluator scores each proposal individually and independently, not as group effort

   iii. Cost Proposal is scored separately by two (2) different evaluators
      a. One (1) evaluator scores using formula in Evaluation Manual
      b. Second evaluator checks work of first evaluator

2. Buyer reviews Evaluation Criteria
   i. Corporate Overview
   ii. Technical Approach

iii. Cost Proposal, typically 40% of possible overall points (Agency Determines)

3. Buyer reviews Evaluator Worksheet for conformity to RFP and Evaluation Criteria

K. Buyer prepares Mandatory Requirements Checklist prior to Proposal Opening
1. Use Mandatory Requirements Checklist
2. Mandatory Requirements to be included are stated within RFP
3. Print and have available for Proposal Opening (not applicable to Cost Only RFPs)

The Evaluation Criteria will be posted to the SPB website after Proposal Opening and distributed at the Proposal Opening

V. RFP Opening (RFP Opening Checklist)

A. Receiving Proposals

The Front Desk receives all Proposals, Staff Assistant(s) will complete the following upon receiving proposals

1. Timestamp the proposals immediately upon receipt
2. Mark proposal and Opening Date clearly on package
    i. If a proposal arrives and is not labeled as a bid, Staff will open the proposal, indicate the proposal number and opening date on the package, then reseal the proposal and proceed with receiving.

3. Log receipt into Bid Log Excel spreadsheet for the appropriate RFP on G: Drive
    i. Mark on the proposal the place in line it was received (1st proposal received, write #1 circled on the proposal envelope/package)

4. Proposals are locked up at all times in bid room, until Proposal Opening
5. Proposal Envelopes must be sealed.
    i. SPB will not provide supplies to bidders to seal documents
    ii. If a proposal was sent sealed and the seal is breaking, SPB will reseal
    iii. Vendor may purchase materials needed at the U.S. Post Office in the NSOB

6. Late Proposals
    i. If the proposal or part of a proposal arrived at SPB after the Opening Date/time, it is a Late Proposal.
    ii. Late Proposals are not given to Buyers.
    iii. Late Proposals may be returned to Bidder

VI. Proposal Opening (RFP Opening Checklist)

A. Staff Assistant verifies all proposals are accounted for
1. Approximately 1:55 pm, check the Bid Log sheet against the proposals in the drawer/cabinet to verify all proposals are accounted for
2. Print copy of Bid Log for Buyer

B. Buyer retrieves all proposal packages from Front Desk and a copy of the Bid Log at 2:00 PM CST

C. Buyer invites attendees into conference room or other designated area

D. Buyer introduces self and Backup Buyer, then hands out evaluation criteria

E. Buyer opens sealed proposal packages one at at a time, announcing Bidder's submission
1. Clarify Firm name if proposal is different from packaging

F. Buyer removes date/time stamp from the package for each proposal and affixes date/time stamp to the original submitted proposal
   1. No one writes on original proposals

G. Buyer checks for Proprietary Information, which should be packaged separately and marked by the Bidder on the outside of the package

H. Allow attendees to review proposals, excluding Proprietary Information
   1. Annotate materials submitted (Binders, enclosures, etc.) (May be completed later if no Bidders present for opening) on Mandatory Requirements checklist
   2. Buyers must remain vigilant to the location and condition of circulating proposals
   3. Attendees may take notes and use own technical equipment, but may not use State copiers to make copies or remove proposals from proposal opening area
   4. If attendees bring in own technical equipment to copy or take pictures/scans of proposals, have attendees complete “Copyright Infringement Acknowledgement Form” located at Front Desk
   5. Form is to be retained on Proposal Opening (Surface 6) of classification folder
   6. Buyer confirms all materials are returned and notes on Mandatory Requirements checklist

Copyright Infringement Acknowledgement Form

Name: ______________________________________

Company: ______________________________________

Date: ______________________________________

Information to be duplicated (Please list RFP or ITB #):

____

____

____

____

____

____

I request to make copies of the above listed information. I understand that I am prohibited from copying anything that is copyrighted, and should I choose to duplicate copyrighted information unlawfully, I hold the State harmless from and indemnify it for any resulting claims or damages of any kind whatsoever.

____
Printed Name of Requestor

____
Signature of Requestor

____
Date

I. Buyer reviews for mandatory requirements (may be completed during or post proposal opening)
   1. Buyer writes Firm name on Mandatory Requirements Checklist
   2. Check off all that meet requirements, as required by the RFP.
      a. Signature in ink on Request for Proposal For Contractual Services form
      b. Corporate Overview (not applicable to Cost Only RFPs)
      c. Technical Approach (not applicable to Cost Only RFPs)
      d. Cost Proposal
         i. Packaged separately (if required)

      e. Certificate of Insurance (optional)
      f. Bond (optional)
         i. If required, checks for inclusion and conformity (See SOP 9, Bonds)

      g. Annonate Proprietary
      h. Comments (optional)
      i. Annotate materials submitted with Proposal (number of binders/enclosures, etc) if not completed at time of Proposal Opening

		Mandatory Requirements								
		Request for Proposal For Contractual Services form signed in ink	Corporate Overview	Technical Approach	Cost Proposal	Certificate of Insurance	Certificate of Good Standing	Proprietary Information	Binders Submitted / Enclosures	Comments
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
		Reviewed By:		Date:						

3. Buyer signs and dates Mandatory Requirements form when all submitted proposals have been reviewed

J. After all attendees have completed viewing proposals, Buyer closes proposal opening

K. Proprietary Information
   1. See SOP 47 for additional information
   2. Ensure that the RFP Number is clearly marked on the original proprietary proposal submission
   3. Submit to Procurement Manager's Administrative Assistant for processing into red folders

L. Submit RFP Proposals to Staff Assistant
   1. Evaluation Criteria (not applicable to Cost Only RFPs)
      i. Buyer will provide Evaluation Criteria to Staff Assistant
      ii. Staff Assistant posts Evaluation Criteria to SPB website
      iii. Staff Assistant will print and file posted document (Surface 6)

   2. Respondents List
      i. Staff Assistant will prepare Respondents List taking Firm names from the Request for Proposal for Contractual Services form
      ii. Following Buyer approval, Staff Assistant posts to SPB website
      iii. Staff Assistant will print and file posted document (Surface 6)

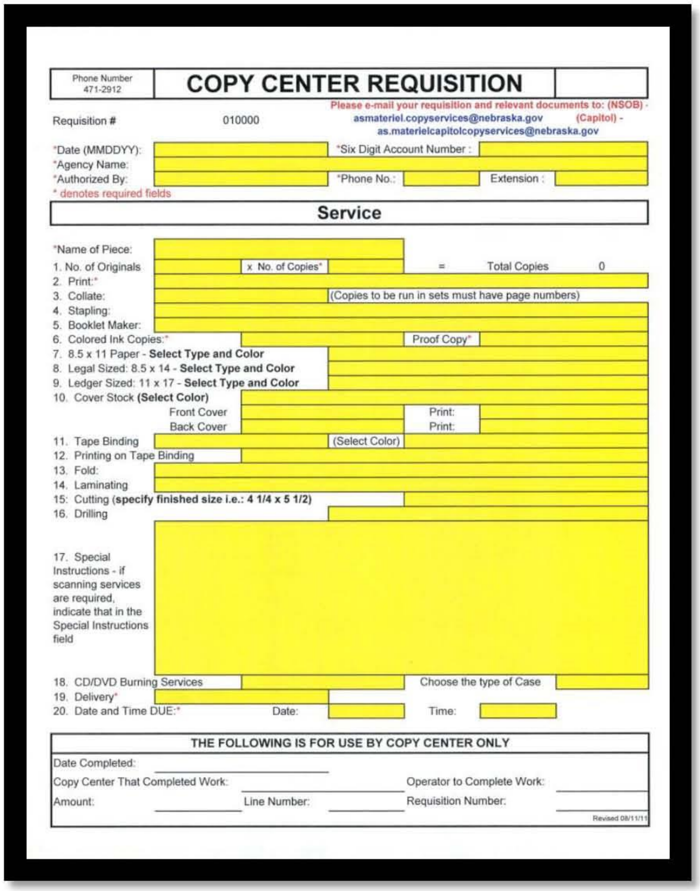
   3. Staff Assistant returns files to Buyer
   4. Buyer confirms Evaluation Criteria and Respondents List is posted

M. Buyer prepares original submitted proposals for scanning and duplication
   1. Verify only proposals meeting mandatory requirements are available for agency review and evaluation
   2. RFP Proposal Copies used by Evaluation Committee will not have the Proprietary information withheld
   3. Verify Agency met with Evaluation Committee
   4. Provide Agency a link to Declaration Concerning Conflict of Interest and Confidential Information form to be completed by each Evaluator and return to Buyer with Final Evaluation
   5. Contact Agency Evaluation Committee Project Leader to confirm how the agency wished to receive copies of the proposals received.
      i. E-mail (Files may be too large for e-mail. If sending via e-mail, proprietary information must be sent separately and clearly identified as such in e-mail subject line. Non-proprietary information may not be sent under label of proprietary).
      ii. CD (Delivered via Buyer, interagency mail, or Copy Services.
      iii. Hard copy sent via buyer, interagency or Copy Services
      iv. Combination of CD and Hard Copy
      v. Other as requested i.e. jump drive provided by the Agency.

N. Scanning of Proposals

Typically, proposals are delivered to Copy Services for scanning and duplicating. Buyer or staff may also scan proposals if time is an issue or if the volume of material is small. In either case, buyer must proof scanned documents against originals to confirm all pages have been captured and are in the correct order.

1. Copy Services Process - Buyer to complete Copy Center Requisition
    - i. Date: Today's date
    - ii. Agency Name: State Purchasing c/o Agency
    - iii. Authorized by: Buyer's name c/o Agency contact
    - iv. Phone: Buyer's phone number
    - v. Name of Piece; Use RFP Number and description
    - vi. No. of Originals: Use number of "books" (proposal binders, comb bound, spiral bound, book clip etc… each bound portion of a response.
    - vii. Print: complete this section if agency has requested hard copy. Be sure to select colored ink.
    - viii. Special Instructions: Use this space to notate scanning to G drive (Scanned to "RFPs for SPB" file in Copy Services folder on G drive) and if multi-media is requested CD and Hard Copy. Also notate to insert color sheet at each tab and to scan the cover. Include any other special instructions including scanning/copying proprietary information separately.
    - ix. CD/DVD Burning Services; Typically CD with soft cover.
    - x. Delivery: Indicate whether the CDs and or Hard Copy is to be delivered to SPB Buyer or whether the buyer will pick up.
    - xi. Date and Time Due: Typically at earliest opportunity or if a hard date is required, then indicate so.
    - xii. A duplicate of the scanned documents, without the Proprietary Information needs to be copied into an electronic file called <Z1 Number> PRR to be made available for Public Records Requests.



Phone Number 471-2912	COPY CENTER REQUISITION	

Requisition # 010000

Please e-mail your requisition and relevant documents to: (NSOB) - asmateriel.copyservices@nebraska.gov (Capitol) - as.materielcapitolcopyservices@nebraska.gov

*Date (MMDDYY):
*Six Digit Account Number :
*Agency Name:
*Authorized By:
*Phone No.:
Extension :
* denotes required fields

Service

*Name of Piece:
1. No. of Originals x No. of Copies* = Total Copies 0
2. Print:*
3. Collate: (Copies to be run in sets must have page numbers)
4. Stapling:
5. Booklet Maker:
6. Colored Ink Copies:* Proof Copy*
7. 8.5 x 11 Paper - **Select Type and Color**
8. Legal Sized: 8.5 x 14 - **Select Type and Color**
9. Ledger Sized: 11 x 17 - **Select Type and Color**
10. Cover Stock **(Select Color)**
   Front Cover Print:
   Back Cover Print:
11. Tape Binding (Select Color)
12. Printing on Tape Binding
13. Fold:
14. Laminating
15: Cutting (**specify finished size i.e.: 4 1/4 x 5 1/2)**
16. Drilling
17. Special Instructions - if scanning services are required, indicate that in the Special Instructions field
18. CD/DVD Burning Services Choose the type of Case
19. Delivery*
20. Date and Time DUE:* Date: Time:

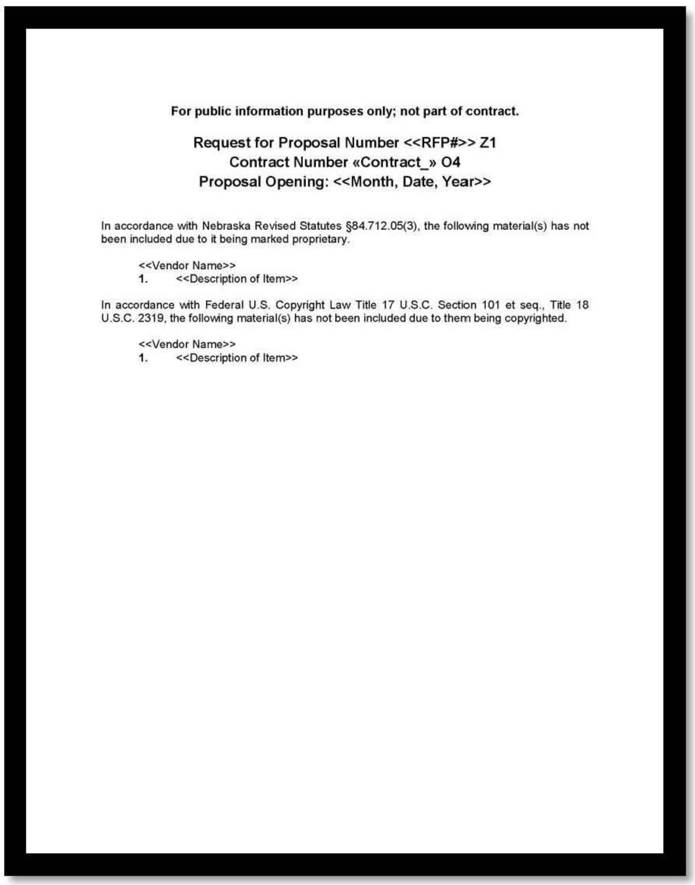
THE FOLLOWING IS FOR USE BY COPY CENTER ONLY

Date Completed:
Copy Center That Completed Work: Operator to Complete Work:
Amount: Line Number: Requisition Number:

Revised 08/11/11

2. Buyer or Staff Process
    1. Scan cover and all contents of each proposal submitted. Proprietary information must be scanned separately. Files are to be saved on G: drive in the RFP file. Proprietary information must be so marked and kept in a separate file within the drive.
    2. Buyer provides scanned documents via e-mail or jump drive provided by the agency.
    3. A duplicate of the scanned documents, without the Proprietary Information needs to be copied into an electronic file called <Z1 Number> PRR to be made available for Public Records Requests.

3. Prepare a copy of the Statement of Copyright and Proporietary Information form, including all Proposals, annotating their Proprietary and Copyrighted Information to be saved in the PRR file referenced above



For public information purposes only; not part of contract.

Request for Proposal Number <<RFP#>> Z1
Contract Number «Contract_» O4
Proposal Opening: <<Month, Date, Year>>

In accordance with Nebraska Revised Statutes §84.712.05(3), the following material(s) has not been included due to it being marked proprietary.

<<Vendor Name>>
1. <<Description of Item>>

In accordance with Federal U.S. Copyright Law Title 17 U.S.C. Section 101 et seq., Title 18 U.S.C. 2319, the following material(s) has not been included due to them being copyrighted.

<<Vendor Name>>
1. <<Description of Item>>

VII. RFP Evaluation (RFP Evaluation Checklist)
   A. Agency Evaluation Committee is responsible for scoring proposals, per Evaluation Manual
   B. Agency Project Leader may submit request for clarification, regarding any proposal response, to SPB
      1. Buyer reviews clarification

2. Buyer may discuss with Procurement Supervisor for assistance
3. Buyer obtains clarification on submitted proposal from bidder in writing
   i. Agency cannot request clarification from bidder directly

4. Buyer provides clarification response from bidder to Agency Project Leader

C. Agency provides Final Evaluation Document
D. Agency provides copy of all scoring forms from each evaluation committee member to the Buyer
E. Agency provides Declaration Concerning Conflict of Interest and Confidential Information form (Surface 7)
F. Buyer and Backup Buyer independently verify Final Evaluation Document
   1. Compare every entry on Final Evaluation Document to scoring from each evaluation committee member
   2. Check for transpositions or inaccurate entries
   3. Check formulas
   4. Verify point totals
   5. Specific items to be evaluated are:
      1. Corporate Overview Evaluation Scores
      2. Technical Approach Evaluation Scores
      3. Cost Proposal Evaluation Scores
      4. Other possibe Evaluation Criteria as required

G. Resolve Evaluation Discrepancies (if applicable)
   1. If discrepancies occur on any of the scoring documents, the Evaluation Committee must resubmit any corrected documents to SPB

H. Agency determines Oral Interviews/Demonstrations or Best and Final Offer (BAFO) are necessary. The Agency may determine this need prior to submitting the final evaluation document and individual scoring, but scoring must still be verified by the Buyer before proceeding.
   1. Evaluation process will stop at this time and proceed when Oral Interviews/Demonstrations and/or BAFO is complete

I. Agency submits written award recommendation
   1. Agency may submit with evaluation documents or after the Buyer has completed their review and verification process.
   2. Agency award recommendation should coincide with Final Evaluation Document
      i. Justification must be provided and reviewed if recommendation differs from Final Evaluation Document
         a. Review includes Buyer, Procurement Supervisor, Procurement Manager/Materiel Administrator, and Legal Counsel

J. Contact Agency to acknowledge confirmation that evaluation is complete and award recommendation is accepted

VIII. Oral Interviews/Demonstrations (if applicable) (RFP Oral Presentations Checklist)

A. Agency notifies SPB Buyer in writing requesting Oral Interviews/Demonstrations
B. Agency selects a suggested five (5) Evaluation Committee members; each scores every oral interview/demonstration individually and independently
C. Buyer will work with Agency to determine the agency needs to select appropiate version of the Oral Interview Letter. The same version of the letter is to be sent to all invited bidders
   1. Oral Interview Letter Version One
   2. Oral Interview Letter Version Two

3. Oral Interview Letter Version Three

D. Buyer reviews and sends letters to bidders
   1. Buyer may have Staff Assistant send letters
      a. Letters may be sent via e-mail, mail, or fax
      b. If emailed, read receipt should be requested

   2. Buyer prints and files all correspondence and responses

E. Oral Interview/Demonstration may be held at SPB or agency
   1. Staff Assistant schedules conference room and invites Buyers, if held at SPB
   2. Buyers and/or Staff Assistant set up room, if held at SPB
   3. May be held by Teleconference, if requested

F. Buyer(s) will attend. Agency Project Leader will make introductions
   1. Observe and monitor proceedings for adherence to the RFP and Oral Interview/Demonstration agenda.
   2. Buyer(s) need to have the Agency assign a time keeper and the Buyer will make sure the time keeper follows the agenda.
   3. Buyer(s) need to have with them copy of all related materials (Oral interview letter sent to presentor, agenda, Oral Interview questions, etc.).
   4. No informal conversations allowed between bidders and any state staff
   5. Buyers will retain a copy, for the file, of any handout material a presentor may provide.
   6. If the agency requests a copy of a PowerPoint presentation, it will need to be precisely as demonstrated and will be provided first to SPB.
   7. Buyers confirms Agency Project Leader has collected all copies of the scoresheets after each presentation.

G. Agency Provides Final Evaluation Document and Oral Interview/Demonstration Document
H. Agency sends copy of all scoring forms from each evaluation committee member
I. Buyer and Backup Buyer independently verify every Final Evaluation and Oral Interview/Demonstration Document
   1. Compare every entry on Final Evaluation Document to scoring from each evaluation committee member
   2. Check for transpositions or inaccurate entries
   3. Check formulas
   4. Verify point totals
   5. Specific items to be evaluated are
      i. Oral Presentation/Demonstration Evaluation Scores

K. Resolve Evaluation Discrepancies (if applicable)
   1. If discrepancies occur on any of the scoring documents, the Evaluation Committee must resubmit any corrected documents to SPB

L. Agency may decide a BAFO is needed.
   The Agency may determine this need prior to submitting the final evaluation document and individual scoring, but scoring must still be verified by the Buyer before proceeding.
   1. Evaluation process will stop at this time and proceed when BAFO is complete

M. Agency submitts written award recommendation
   1. Agency may submit with evaluation documents or after the Buyers have completed their review
   2. Agency award recommendation should coincide with Final Evaluation Document
      i. Justification must be provided and reviewed if recommendation differs from Final Evaluation Document
         a. Review includes Buyers, Procurement Supervisor, Procurement Manager/Materiel Administrator, and Legal Counsel

N. Contact Agency to acknowledge confirmation that evaluation is complete and award recommendation is accepted

IX. Best and Final Offer (BAFO) (if applicable)

A BAFO is used for the Cost Proposal section of the RFP only. If a bidder resubmits any other part of the proposal with changes, it is not to be reviewed or evaluated.

A. Agency selects two (2) Evaluation Committee members
   1. One evaluator scores using formula in Evaluation Manual
   2. Second evaluator verifies work of first evaluator

B. Agency submits one letter for each bidder to receive. The same version of the letter is to be sent to all bidders. Agency should also provide a BAFO Cost Sheet, referencing RFP number and providing a space for the Firm name.
C. Buyer reviews and sends letters to bidders
   1. Buyer may choose to have Staff Assistant send letter
      ii. May be sent via e-mail, mail, or fax
      iii. If emailed, read receipt should be requested

   2. Buyer will print and file all correspondence and responses

D. Staff Assistant creates Bid Log sheet for Front Desk
E. Staff Assistant adds BAFO to the Bid Opening Calendar for posting at the Front Desk
F. Staff Assistant creates redrope for incoming Bids and will be taken to the Front Desk to file by bid opening date
G. Staff Assistant schedules conference room for proposal opening and invites Buyers

X. BAFO Opening (BAFO Opening Checklist)

There are no items to be posted to the SPB website after the BAFO opening

A. Staff Assistant verifies all proposals are accounted for
   1. Around 1:55 pm, check the Bid Log sheet against the proposals in the drawer/cabinet to verify all proposals are accounted for
   2. Print copy of Bid Log for Buyer

B. Buyer retrieves all proposal packages from Front Desk and a copy of the Bid Log at 2:00 PM CST
C. Buyer introduces self to proposal opening attendees, gathers proposal packages, and invites attendees into conference room or other designated area
D. Buyer opens sealed proposal packages one at at a time, announcing bidder's submission
   1. Clarify submission if Firm name on proposal is different from packaging

E. Buyer removes date/time stamp from the package for each proposal and affixes date/time stamp to the original submitted proposal
   1. No one writes on original proposal

F. Allow attendees to review proposals
   1. Attendees may take notes and use own technical equipment, but may not use State copiers to make copies or remove proposals from proposal opening area
   2. If attendees bring in own technical equipment to copy or take pictures/scans of proposals, have attendees complete "Copyright Infringement Acknowledgement Form" located at Front Desk

G. Buyer will check that proposals meet BAFO requirements
   1. BAFO Cost Proposal

H. After all attendees have completed viewing BAFO, Buyer closes proposal opening
I. Buyer scans BAFOs and delivers them to Agency Project Leader according to RFP Opening instructions
   1. Verify only BAFOs meeting requirements are available for agency review and evaluation
   2. BAFO responses are to be clipped-to or otherwise filed with the original submitted Proposal

J. Agency Provides Final Evaluation, and BAFO (and Oral Interview/Demonstration if applicable) Document
K. Agency sends copy of all scoring forms from each evaluation committee member
L. Buyer and Backup Buyer independently verify Final Evaluation and BAFO (and Oral Interview/Demonstration if applicable) Document
   1. Compare every entry on Final Evaluation Document to scoring from each evaluation committee member
   2. Check for transpositions or inaccurate entries
   3. Check formulas
   4. Verify point totals
   5. Specific items to be evaluated are:
      1. BAFO Evaluation Scores

M. Resolve Evaluation Discrepancies (if applicable)
   1. If discrepancies occur on any of the scoring documents, the Evaluation Committee must resubmit any corrected documents to SPB

N. Agency submitts written award recommendation
   1. Agency may submit with evaluation documents or after the Buyers have completed their review
   2. Agency award recommendation should coincide with Final Evaluation Document
      i. Justification must be provided and verified if recommendation differs from Final Evaluation Document
         a. Review includes Buyers, Procurement Supervisor, Procurement Manager/Materiel Administrator, and Legal Counsel

O. Contact Agency to confirm evaluation is complete and award recommendation is accepted

XI. Pre Contract Award Activities (Pre Contract Award RFP Checklist)

A. Buyer provides file and Final Evaluation Document to Staff Assistant
B. Final Evaluation Document is posted to SPB website
   1. Buyer completes review and forwards file to Staff Assistant for posting to SPB website
   2. Staff Assistant posts to SPB Website
   3. Staff Assistant will print and file posted documents (Surface 7, Grey/Green classification folder)

C. Staff Assistant generates Intent to Award Letter
D. Buyer reviews and approves Intent to Award Letter
E. Staff Assistant posts to SPB website
   1. Staff Assistant will print and file posted document (Surface 7, Grey/Green classification folder)

F. Buyer confirms Intent to Award and Final Evaluation Document is posted on SPB website
G. Buyer starts Service Contract, Initial Award File (Red/Brown Classification Folder)
   1. Affixes lables
   2. Loads checklists, forms, goldenrods
H. Buyer generates and sends Award Instructions
   1. Reviews RFP response for compliance and check for Address Book number
   2. If no SOS provided, add language to Award Instructions
   3. If no COI or COI is not compliant, add language to Award Instructions and / or detail the non compliance.
   4. If no subcontractor statement, add language to Award Instructions
   5. If Bond is required, include Bond amount and language from RFP
   6. If contractor does not have an Address Book number, include in Award Instructions
   7. If contractor has taken exceptions, instruct them to provide their exceptions in Word format.

I. Secretary of State (SOS) Registration
   SOS Registration is required any time proposals are advertised via the SPB's website
   1. Buyer(s) must obtain a copy of the Letter of Good Standing or Certificate of Good Standing from the Bidder
      i. Must be from the Nebraska SOS's Office
         a. Receipt of Letter or Certificate must be dated from the SOS's office within 90 days of Intent to Award

      ii. If Bidder states that they are not required to register with the Nebraska SOS's office, the Bidder must provide in writing the reason as to why they are not required to register
         a. Work with Legal Counsel, whom will review and approve the reason for non-registration (See SOP 49, Working with Legal Counsel)

   2. Letter of Good Standing or Certificate of Good Standing must be filed within classification folder (See SOP 1, File Configuration & Maintenance) See Appendicies V and W

   3. Buyer must obtain a United States Attestation form if Bidder is an Individual or Sole Proprietor
      i. United States Attestion form must be filed within classification folder (See SOP 1, File Configuration & Maintenance) See Appendicies V and W

   4. Initial Contract Award will not move forward until the Bidder has complied with Nebraska SOS Registration or has provided written documentation that explains why the Contractor does not have to register and Legal Counsel has approved non-registration

J. Certificate of Insurance (COI Checklist)
   See SOP 10, Certification of Insurance (COI)
K. Bond (if applicable) (Bond Checklist)
   See SOP 9, Bonds
L. Nebraska Contractor Registration Act (if applicable)
   1. If Bidder is a construction contractor, Bidder must provide certificate of registration from the Department of Labor
   2. Certificate of registration is valid for a one year period, as dated on the certificate

M. Address Book
   1. Buyer should confirm that the Contractor has an Address Book number in PFC
   2. If the Contractor does not have an Address Book number, instructions on how to register should be provided in Award Instructions

N. Exceptions/Addendum One to Contract (if applicable)
   3. Buyer requests exceptions in Word format from Contractor
   4. Buyer will draft Addendum One to Contract
   5. Buyer will review and confirm that Agency is agreeable to any exceptions
   6. Buyer will review exceptions with Legal Counsel
   7. Revisions from Legal Counsel will be sent to Contractor for acceptance
   8. Revisions between Contractor and State may take several rounds
   9. Upon approval of exceptions by Legal Counsel and Contractor, save document as .PDF and forward to Contractor for signature on original in ink

ADDENDUM ONE to Contract Award
Terms and Conditions
Contract XXXXX OX Service
Between
The State of Nebraska and Contractor Name

The following Terms and Conditions, Addendum One of Contract XXXXX OX have been reviewed and agreed upon between Contractor Name "Contractor" and the State of Nebraska "State". This addendum will become part of the contract for Service. The terms and conditions of this Addendum shall supersede, prevail and govern in the case of any inconsistencies with the Terms and Conditions indicated in Section III of the Request for Proposal, except that any section herein marked "Reserved" shall have no effect on the Terms and Conditions indicated in Section III of the Request for Proposal.

By signing this Addendum the Contractor guarantees compliance with the provisions stated herein, agrees to the terms and conditions and certifies Contractor maintains a drug free work place environment.

Copy Section III Terms and Conditions from the original RFP and paste in the applicable sections that contain the awarded contractor's exceptions.

Mark the following as "RESERVED":
Award
Proposal Preparation Costs
Deviations from the RFP
Proprietary Information
Certification of the Independent Price Determination / collusive bidding
Best and Final Offer
Ethics in Public Contracting
Certification Regarding Debarment, Suspension and Ineligibility

This Addendum and any attachments hereto will become part of the Contract. Except as set forth in this Addendum, the Contract is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this Addendum and the Contract or any earlier Addendum, the terms of this Addendum will prevail.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date of execution by both parties below.

State of Nebraska	Contractor: Contractor Name
By: ______________________	By: ______________________
Name: ______________________	Name: ______________________
Title: Materiel Administrator ______	Title: ______________________
Date: ______________________	Date: ______________________

Page **1** of **2**

O. Buyer will draft Deliverables as stated in RFP
    1. Communicate with Agency for approval of deliverables

Line Number	NIGP Number/ Inventory Number	3 - Digit NIGP	NIGP Sub	Quantity	Tr. UoM	Unit Cost	Extended Cost	Pu. UoM	Description 1	Description 2	Account Number		Text Attachment
1	92677	926	77	411666.7	LB	0.0300	12,350.00	LB	Widget A	Left	65050004.554900		
2	92677	926	77	1300	LB	0.5000	650.00	LB	Widget B	Right	65050004.554900		

P. License Agreement (License Agreement Checklist)
    See SOP 40, Licensing Agreements

Q. Buyer Prepares Proposal for Award
    1. Confirm Copyrighted pages are clipped
    2. Confirm Statement of Copyright and Proporietary Information form is included
        i. All copyrighted and proprietary information are included on Statement
        ii. If no copyrighted and proprietary information exists, mark none on the form

XII. Initial Contract Award
    See SOP 31, Contract Award, Initial Period

XIII. Rejection of all Proposals (Reject all Bids Checklist)
    An Agency may determine to reject any or all proposals. The Agency must notify SPB in writing that they are requesting all proposals are to be rejected, including a justification.

A. Agency submits request and justification to reject all proposals in writing to SPB
B. Buyer completes and signs Reject all Proposals Justification Form

Reject all Bids Justification Form

Recuesting Agency: ______________________ Date: __________

Bid Number: ______________________

Description of Bid: ______________________

____

Reason for Rejection Request: ______________________

____

____

Buyer's Signature: ______________________ Date: __________

Procurement Supervisor's Signature: ______________________ Date: __________

Procurement Manager's Signature: ______________________ Date: __________

Materiel Administrator's Signature: ______________________ Date: __________

C. Buyer forwards Reject all Proposals Justification Form to Procurement Supervisor to begin the signature process
    1. Procurement Supervisor will forward form to Procurement Manager for signature
    2. Procurement Manager will forward form to Materiel Administrator for signature

D. Buyer receives completed Reject all Bids Justification Form with all signatures
E. Buyer provides file and Reject all Bids Justification Form to Staff Assistant

F. Staff Assistant generates and saves Rejection of Proposals letter
G. Buyer reviews, approves, and returns to Staff Assistant for posting
H. Staff Assistant will post Rejection of Proposals letter
I. Staff Assistant will print and file posted document and return file to Buyer
J. Staff Assistant cancels RFP in PFC
K. Staff Assistant will remove RFP from SPB website six (6) months after Rejection of Proposals letter is posted
L. Buyer will prepare file for Records Management
   See SOP 54, Records Management
   1. Buyer will ensure all documents and emails are included within the file
      i. Ensure all submitted proposals are within the file

   2. If RFP will be rebid, the Buyer may hold the RFP in the library as a reference
      i. Must be prepared for Records Management when new RFP is put out for proposals

M. If Agency desires rebid, the RFP process will start all over, from very beginning
N. Buyer prints email and other correspondence and meet with Procurement Supervisor for Milestone Review and update Timeline and Buyer Assignment sheets

3. References

SOPs:
SOP 1, File Configuration & Maintenance
SOP 2, Timeline Form
SOP 9, Bonds
SOP 10, Certificate of Insurance
SOP 18, Bid Tabulation
SOP 31, Contract Award, Initial Period
SOP 40, Licensing Agreements
SOP 39, Agency Processed RFP
SOP 54, Records Management

Forms:
Buyer's Solicitation Form (Purple Sheet)
Buyer's Instructional Form (Pink Sheet)
Timeline Form
Specification Comparison Tool form
Schedule of Events
Pre-Proposal Attendance Sheet
Copyright Infringement Acknowledgement form
Mandatory Requirements Checklist
Copy Center Requisition
Addendum One to Contract
Deliverables Worksheet
Statement of Copyright and Proprietary Information Form
Reject All Proposals Justification (if applicable)

Checklists:
RFP Checklist (all tabs)
Contract Checklist (Pre Contract Award (RFP) tab)

Folder:
Grey/green for RFP
Red for Contract

NEBRASKA Administrative Services Materiel Division	SOP Number & Name:	SOP 8, Bid Opening Process
	Revision Number:	Original
	Implementation Date:	12/11/2012
State Purchasing Bureau	Last Reviewed/Update Date:	12/10/2012
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Bid Opening Process

***NOTE:** "Advisor" means "State Procurement Supervisor" within all SOP's. (7.5.2013)*

1. Overview

Bid Openings are a public opening of Invitations to Bid (ITBs) and Requests For Proposal (RFPs). Public opening of ITB's and RFP's ensures transparency of the processes surrounding the expenditure of public funds for goods and services.

Suppliers, agency representatives and other members of the public often attend bid openings. During bid openings, State Purchasing Bureau (SPB) staff should take care to avoid actions that may give an unfavorable impression or that may be construed as evidence of favoritism or bias. Courtesy and professionalism are exercised at all times.

All SPB bids are publicly opened at 2:00 PM, CST, unless otherwise specified.

Refer to Materiel Front Desk Manual for more information regarding information related to incoming bids and Bid Openings.

2. *Procedure*

I. Receiving Bids

All bids are received through the SPB Front Desk. Front Desk staff will complete the following upon receiving bids via fax, mail, hand delivery, etc.

A. Time stamp the bid immediately upon receipt
   1. If unable to date/time stamp the actual item, use a piece of scratch paper and tape to the bid package.(Stamp the UPS or FedEx slip if possible)
   2. If more than one solicitation is included in a package, open and separate them into sealed packages/envelopes and proceed with logging them in separately

B. Bid Number, Opening Date, and Buyer are clearly marked on package
   1. If a bid arrives and is not labeled as a bid, Front Desk Staff will open bid
   2. Indicate on package bid number, opening date, and buyer
   3. Reseal bid and proceed with receiving bid

C. Log into maroon Bid Log book under the correct day and bid log sheet.
   1. Do Not indicate if it is a No Bid, Faxed/E-mailed Bid, etc.

D. Mark on the bid the # in line it was received (1st bid received, write #1 circled on the bid envelope/package)
   1. If a supplier submits multiple packages for the same bid, mark each with the correct number
      i. Mark how many packages were submitted on each package (i.e. 1 of 3, 2 of 3, etc.) and mark how many packages were submitted on the bid log sheet

E. File bid in appropriate folder in bid file cabinet (bottom left hand locked desk drawer)
   1. Bids are to be locked up at all times, until Bid Opening
   2. Large Bids or RFP's may be locked in the cabinet in the Office Supply Bureau area, located in SPB.

F. Other
   1. Faxed/Emailed Bids
      i. Print the bid documents and place in an envelope marked with the bid number, opening date, supplier name and write Faxed or E-mailed on the envelope
      ii. If bid is too large for a regular envelope, use whatever fits best (larger envelope, box, etc.)
      iii. Seal bid closed in envelope or box; usually tape
      iv. Continue receiving process as with any other bid

   2. Bid Envelopes
      i. Bids must be sealed.
      ii. If bid was sent sealed and seal is breaking, reseal
      iii. If a supplier brings in an unsealed bid/proposal, SPB will not provide supplies to seal documents
         a. Supplier may purchase materials needed at the U.S. Postal Service

   3. Returned Mail Bids
      i. Can be identified by looking at the Opening Date and time and it says "Returned Mail"
      ii. Do not need to be logged
      iii. Time stamp and give to the Buyer

4. Late Bids

If the bid or part of a bid arrived at SPB after the opening date/time, it is considered a Late Bid. Late Bids are not to be given to the Buyer.

i. Make sure the date of the bid opening hasn't changed
ii. Log the bid into the book as normal
    a. If the bid sheet has already been filed it will need to be pulled and completed

iii. Bid Number, Opening Date, and Buyer are clearly marked on package
iv. Mark on the bid the # in line it was received
v. Mark outside of package with "Late Bid"
vi. If it is a NO BID, forward to Buyer
vii. Make a photocopy of the envelope/package with supplier name, solicitation number, opening date, buyer, and "Late Bid" marked on the outside
viii. Fill out the Invalid Bid letter and make a copy
    a. Letter located at G:\Purchasing\Purchasing Forms\Invalid Bid.doc

ix. File a copy of the letter and a copy of the envelope/package in front of Late Bid folder, where locked bids are held
x. Return to supplier
    a. Commodities - Mail the Invalid Bid letter along with suppliers bid back to the return address
        1) May be sent via facsimile, if this is how it was received

    b. Services – Contact the supplier to see if they would like it mailed back at their cost or recycled
        1) If they would like it recycled, the proprietary information is to be shredded and the rest recycled
        2) Supplier may request all proposals be shredded in their entirety

II. Commodity Bid Opening (ITB Opening Checklist)

A. Front Desk Staff Assistant verifies all bids are accounted for
   1. Around 1:55 pm, check the Bid Log sheet against the bids in the drawer/cabinet to verify all bids are accounted for
   2. Make a copy of Bid Log for Buyer
   3. Original Bid Log is to remain in the Bid Log Binder
      i. Front Desk Staff Assistant will remove all Bid Logs at the end of the month and file

B. Buyer retrieves all bid packages from Front Desk and a copy of the Bid Log at 2:00 PM CST

C. Buyer introduces self to proposal opening attendees, gathers bid packages, and invites attendees into conference room or other designated area

D. Buyer opens sealed proposal packages one at at a time, announcing supplier's submission
   1. Clarify submission if name on proposal is different from packaging

E. Buyer removes date/ time stamp from the package for each bid and affixes date/time stamp to the original submitted bid
   1. **No one writes** on original bid

F. Buyer checks for Proprietary Information

G. Buyer confirms number of copies submitted (if applicable)

H. Buyer allows attendees to review bids, excluding Proprietary Information
   1. Attendees may take notes and use own technical equipment, but may not use State copiers to make copies or remove bids from bid opening area
   2. If attendees bring in own technical equipment to copy or take pictures/scans of bids, have attendees complete "Copyright Infringement Acknowledgment Form" located at Front Desk

I. Buyer reviews for mandatory requirements (may be completed during or post bid opening)
   1. Signature in ink on ITB
   2. Fax bids of $25,000 or over are invalid
      i. Buyer identifies bid as invalid after bid opening, by attaching a piece of paper to front of bid stating why invalid
   3. Certificate of Insurance (if required)
   4. Bond (if required)
      i. If required, checks for inclusion and conformity (See SOP 9, Bonds)

   5. Confirms that samples were received (if applicable)

J. After all attendees have completed viewing bids, Buyer closes bid opening

K. Proprietary Information
   Refer to SOP 47, Proprietary Information for additional information regarding Proprietary Information

   1. Label proprietary information with a proprietary label
   2. Ensure that the ITB Number is clearly marked on the proprietary information
      i. Submit to Administrative Assistant

L. Buyer submits Bids to SA, within ITB redrope, in alphabetical order
   1. No Bids and Invalid Bids are arranged alphabetically behind all valid bids
   2. SA will prepare bid tab, according to SOP 18, Bid Tabulation, Proofing, Award Explanation

III. Service Proposal Opening (RFP Opening Checklist)

A. Front Desk Staff Assistant verifies all bids are accounted for
   1. Around 1:55 pm, check the Bid Log sheet against the bids in the drawer/cabinet to verify all bids are accounted for
   2. Make copy of Bid Log for Buyer
   3. Original Bid Log is to remain in the Bid Log Binder
      i. Front Desk Staff Assistant will remove all Bid Logs at the end of the month and file

B. Buyer retrieves all proposal packages from Front Desk and a copy of the Bid Log at 2:00 PM CST

C. Buyer introduces self to proposal opening attendees, gathers proposal packages, and invites attendees into conference room or other designated area

D. Buyer hands out evaluation criteria

E. Buyer opens sealed proposal packages one at at a time, announcing supplier's submission
   1. Clarify submission if name on proposal is different from packaging

F. Buyer removes date/ time stamp from the package for each bid and affixes date/time stamp to the original submitted proposal
   1. **No one writes** on original bid

G. Buyer checks for Proprietary Information, which should be packaged separately and marked by the supplier on the outside of the package

H. Buyer confirms number of copies submitted

I. Allow attendees to review bids, excluding Proprietary Information
   1. Attendees may take notes and use own technical equipment, but may not use State copiers to make copies or remove proposals from proposal opening area
   2. If attendees bring in own technical equipment to copy or take pictures/scans of proposals, have attendees complete "Copyright Infringement Acknowledgment Form" located at Front Desk

J. Buyer reviews for mandatory requirements (may be completed during or post proposal opening)
   Buyer will write in suppliers name on "Mandatory Requirements" form and check off all that meet requirements, as required by the RFP. (Refer to SOP 7, RFP for more information on "Mandatory Requirements" form)

1. Original proposal is clearly marked as such
2. Signature in ink on Request for Proposal For Contractual Services form
3. Executive Summary
4. Corporate Overview
5. Technical Approach
6. Cost Proposal
   i. Packaged separately (if required)

7. Certificate of Insurance (optional)
8. Bond (optional)
   ii. If required, checks for inclusion and conformity (See SOP 9, Bonds)

9. Annonate Proprietary (optional)
10. Annonate number of copies submitted (optional)
11. Comments (optional)

Buyer to sign "Mandatory Requirements" form when all submitted proposals have been viewed for their mandatory requirements.

K. After all attendees have completed viewing proposals, Buyer closes proposal opening

L. Proprietary Information
Refer to SOP 47, Proprietary Information for additional information regarding Proprietary Information

1. Label original proprietary proposal submission with a proprietary label
2. Ensure that sufficient copies of proprietary information is available for evaluators
   i. Copies are to be given to the evaluators, once Agency is notified

3. Ensure that the RFP Number is clearly marked on the original proprietary proposal submission
   i. Submit to Administrative Assistant

M. Submit Original RFP Proposals to Staff Assistant
1. Evaluation Criteria
   i. Buyer will provide "Evaluation Criteria" to Staff Assistant
   ii. Staff Assistant posts Evaluation Criteria
   iii. Staff Assistant will print and file posted document

2. Respondents List
    i. Staff Assistant will prepare “Respondents List”
    ii. Following Buyer approval, Staff Assistant posts to SPB website
    iii. Staff Assistant will print and file posted document

3. Staff Assistant files Original Proposals in RFP Library
4. Buyer files RFP redrope in RFP library with original proposals
5. Buyer confirms “Evaluation Criteria” and “Respondents List” is posted

N. Buyer notifies APC/Agency that RFP copies are available for pick up
    1. Verify only proposals meeting mandatory requirements are available for agency review and evaluation
    2. RFP Proposal Copies used by Evaluation Committee will **not** have the Proprietary information withheld
    3. Verify Agency met with Evaluation Committee

IV. Best and Final Offer (BAFO) Proposal Opening (RFP BAFO Opening Checklist)

A. Front Desk Staff Assistant verifies all proposals are accounted for
   1. Around 1:55 pm, check the Bid Log sheet against the proposals in the drawer/cabinet to verify all proposals are accounted for
   2. Make copy of Bid Log for Buyer
   3. Original Bid Log is to remain in the Bid Log Binder
      i. Front Desk Staff Assistant will remove all Bid Logs at the end of the month and file

B. Buyer retrieves all proposal packages from Front Desk and a copy of the Bid Log at 2:00 PM CST

C. Buyer introduces self to proposal opening attendees, gathers proposal packages, and invites attendees into conference room or other designated area

D. Buyer opens sealed proposal packages one at at a time, announcing supplier's submission
   1. Clarify submission if name on proposal is different from packaging

E. Buyer removes date/ time stamp from the package for each proposal and affixes date/time stamp to the original submitted proposal
   1. **No one writes** on original bid

F. Buyer checks for Proprietary Information, which should be packaged separately and marked by the supplier on the outside of the package

G. Buyer confirms number of copies submitted

H. Allow attendees to review proposals, excluding Proprietary Information
   1. Attendees may take notes and use own technical equipment, but may not use State copiers to make copies or remove proposals from proposal opening area
   2. If attendees bring in own technical equipment to copy or take pictures/scans of proposals, have attendees complete "Copyright Infringement Acknowledgment Form" located at Front Desk

I. Buyer reviews for mandatory requirements (may be completed during or post bid opening) Buyer will check that proposals meet requirements, as required by the BAFO.

   1. Original proposal is clearly marked as such
   2. Signature in ink on Request for Proposal For Contractual Services form
   3. Cost Proposal

J. After all attendees have completed viewing proposals, Buyer closes propsal opening

K. Proprietary Information
Refer to SOP 47, Proprietary Information for additional information regarding Proprietary Information

1. Label original proprietary proposal submission with a proprietary label
2. Ensure that sufficient copies of proprietary information is available for evaluators
    i. Copies are to be given to the evaluators, once agency is notified

3. Ensure that the RFP Number is clearly marked on the original proprietary proposal submission
    i. Submit to Administrative Assistant

L. Buyer files Original BAFO Proposals in RFP Library

M. Buyer notifies APC/Agency that RFP copies are available for pick up
1. Verify only BAFOs meeting mandatory requirements are available for agency review and evaluation
2. RFP Proposal Copies used by Evaluation Committee will **not** have the Proprietary information withheld

3. References

State Purchasing Bureau, SOP 1, File Configuration & Maintenance

State Purchasing Bureau, SOP 7, RFP

State Purchasing Bureau, SOP 9, Bonds

State Purchasing Bureau, SOP 47, Proprietary Information

NEBRASKA AdministrativeServices Materiel Division	SOP Number & Name:	SOP 9, Bonds
	Revision Number:	Original
	Implementation Date:	12/11/2012
State Purchasing Bureau	Last Reviewed/Update Date:	12/10/2012
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Bonds

***NOTE:** "Advisor" means "State Procurement Supervisor" within all SOP's. (7.5.2013)*

1. Overview

A Bid Bond is "a bond given by a surety on behalf of the bidder to ensure that the bidder will enter into the contract as bid and is retained by the State from the date of the bid opening to the date of contract signing".

During the Request fo
r Proposal (RFP) and Invitation to Bid (ITB) process, requesting agencies have the discretion to determine whether a Bid Bond and/or a Performance Bond is necessary. RFP boilerplates all have standard clauses that may be used to require either type of bond.

The Agency will decide whether to require a Bid Bond and the amount of the Bid Bond during the development of the ITB or RFP. If a Bid Bond is required, the supplier is to submit the Bond with the proposal and the Bond will be held until a contract has been awarded. After contract award, all Bid Bonds will be returned to their respective providers.

A performance bond will be required as determined, by the Agency, by the risk potential of the contract in question. On an ITB, a Performance Bond may be required in the specifications, or at any time until a contract award is in place. On an RFP, a Performance Bond must be requested within the RFP.

If a Performance Bond is required, the Bond will be requested after the evaluation process is complete and the Intent to Award has been determined. The Performance Bond will be required prior to issuance of the contract and will be held for the duration of the contract term. The contract term includes any renewals or extensions that may occur. At times, Performance Bonds may expire after one year. If this occurs, it must be approved by Legal Counsel.

If either type of bond is required, it is understood that a supplier may provide either a bond OR a certified check.

Refer to SOP 1, File Configuration & Maintenance for placement of COIs within the pressboard classification folder.

2. Procedure

I. Bid Bond

If a Bid Bond was a mandatory requirement for an RFP/ITB, the Buyer will complete the following steps after the Bid Opening. If any of the information on the Bid Bond is not compliant with the criteria outlined in the RFP/ITB, the submitted bid is considered invalid. The Bid Bond will still be processed and returned when all other Bid Bonds are returned.

A. Buyer checks ITB/RFP proposal during the bid opening for conformance to mandatory requirements
   1. Verify the Bid Bond amount is correct, per requirements

B. Buyer Reviews Bid Bond for Compliance

   Buyer will review Bid Bond as the information below is compiled for Risk Management. After the information is compiled for each supplier, the Buyer will make a copy of all of the documents, in the order listed below, and place the documents within the filing structure. Buyer will then transfer the documents, in the order listed below, to Risk Management.

   1. Prepare COI Bond Memo for Risk Management (See Appendix R)
      i. RFP/ITB Number
      ii. Service/Commodity Description
      iii. Required Bid Bond Value
      iv. Number of Bid Bonds Submitted
      v. Bid Bonds Submitted by

   2. Submitted Bid Bond
   3. Record of Receipt of Bond or Check, located on tab of “Bonds & Certi Checks” spreadsheet

      There is only **one** Record of Receipt of Bond or Check used for each Bond. The same document is also utilized for the release of the Bond or Check. **Do not** create a second form.
      i. Company
         a. Supplier Performance Bond received

      ii. Address
         a. Street and/or PO Box number address of company

      iii. City, State, Zip
         a. Company mailing address

      iv. PO, Contract, Req, ITB, or RFP#
         a. Document number Bid Bond is related to

      v. Project Description
         a. Brief Description of service/commodity

      vi. Agency/Contact Person
         a. Agency APC

      vii. Total of Bond/Check
         a. Dollar value listed on Bid Bond

viii. Type of Document
   a. Bid Bond or Certified Check

ix. Date to be Reviewed
   a. One month before Bond or Check is to expire

x. Buyer Signature
   a. Signature of Buyer handling RFP

xi. Comments
   a. Any additional comments

4. Copy of Bond Requirement from RFP
5. Any other documentation that would be valuable to Risk Management

C. Buyer logs Performance Bond on Current Bonds tab of "Bonds & Certi Checks" spreadsheet
   1. To Buyer
      i. Date Buyer received

   2. Buyer
      i. Buyer's initials

   3. Supplier
      i. Name of supplier

   4. Type
      i. Bid Bond or Certified Check

   5. Amount
      i. Dollar Value on Bid Bond or Certified Check

   6. Receipt Date
      i. Date received in SPB office

   7. Review Date
      i. One month before Bond or Check is to expire

   8. Transferred to Risk
      i. Date transferred to Risk Management

II. Performance Bond on RFP

If a Performance Bond was a mandatory requirement for an RFP, the Buyer will complete the following steps after the “Letter of Intent to Award” has been posted to the SPB website.

A. Contractor “Award Instructions” letter is generated and mailed
   1. Clause relating to Performance Bond is included within the letter

B. Contractor submits Performance Bond to SPB
   1. Contractor may provide bond or certified check

C. Buyer Reviews Performance Bond for Compliance

   Buyer will review Performance Bond for compliance as the information below is compiled for Risk Management. After the information is compiled, the Buyer will make a copy of all of the documents, in the order listed below, and place the documents within the filing structure. Buyer will then transfer the documents, in the order listed below, to Risk Management.

   1. Prepare COI_Bond Memo for Risk Management (See Appendix S)
      i. State Agency for whom contract is being awarded
      ii. RFP/ITB Number
      iii. Service/Commodity Description
      iv. Award Date
      v. Contract Term Dates
      vi. Estimated Contract Value
      vii. Contract value for current term of contract
      viii. Required Performance Bond Value

   2. Submitted Performance Bond
   3. Record of Receipt of Bond or Check, located on tab of “Bonds & Certi Checks” spreadsheet

      There is only **one** Record of Receipt of Bond or Check used for each Bond. The same document is also utilized for the release of the Bond or Check. **Do not** create a second form.
      i. Company
         a. Supplier Performance Bond received

      ii. Address
         a. Street and/or PO Box number address of company

      iii. City, State, Zip
         a. Company mailing address

      iv. PO, Contract, Req, ITB, or RFP#
         a. Document number Performance Bond is related to

      v. Project Description
         a. Brief Description of service

      vi. Agency/Contact Person
         a. Agency APC

      vii. Total of Bond/Check
         a. Dollar value listed on Performance Bond

      viii. Type of Document

a. Performance Bond or Certified Check

ix. Date to be Reviewed
  a. One month before Bond or Check is to expire

x. Buyer Signature
  a. Signature of Buyer handling RFP

xi. Comments
  a. Any additional comments

4. Copy of Bond Requirement from RFP

5. Any other documentation that would be valuable to Risk Management

If any of the information on the Performance Bond is not compliant with the criteria outlined in the RFP, the Buyer will need to contact the supplier to receive a corrected Performance Bond. Performance Bond information will not be transferred to Risk Management until the Performance Bond is compliant with the RFP requirements.

D. Buyer logs Performance Bond on Current Bonds tab of "Bonds & Certi Checks" spreadsheet
  1. To Buyer
    i. Date Buyer received

  2. Buyer
    i. Buyer's initials

  3. Supplier
    i. Name of supplier

  4. Type
    i. Performance Bond or Certified Check

  5. Amount
    i. Dollar value on Performance Bond or Certified Check

  6. Receipt Date
    i. Date received in SPB office

  7. Review Date
    i. One month before Bond or Check is to expire

  8. Transferred to Risk
    i. Date transferred to Risk Management

E. Risk Management Reviews Performance Bond and Documentation for Compliance
  1. Risk Management finds an issue with Bond and/or documentation
    i. Performance Bond and documentation is returned to Buyer
    ii. Buyer will need to contact the supplier to receive a corrected Performance Bond
    iii. Buyer will resubmit the Performance Bond and documents to Risk Management for review

  2. Risk Management approves Performance Bond and contacts Buyer
    i. An email is sent to the Buyer informing of approval

    ii. Buyer will print email and place in the file structure, above documentation submitted to Risk Management

III. Performance Bond on ITB

A. If a Performance Bond was a requirement for an ITB, the Buyer will complete steps B-E from Section II. regarding Performance Bond requirements for an RFP, following receipt of the agency recommendation for award.

IV. Bond Release

All Bid Bonds are released upon contract award signature or rejection of all bids. Performance Bonds are released upon contract expiration or cancellation. If requesting mulitiple bonds, such as bid bonds, this process is to be done for each Bond individually.

A. Agency provides in writing Authorization to Return Bond or Check
   1. Only on Performance Bonds
   2. Agency must provide reason for Bond or Check to be returned

B. Buyer prepares COI Bond Memo for Risk Management (See Appendix R)
   1. Supplier
   2. Type of Bond
   3. RFP/ITB Number
   4. Service/Commodity Description
   5. Reason for Return

C. Buyer will send COI Bond Memo and authorized Agency release documentation to Risk Management

D. Risk Management will return Bond or Check and all other documents previously submitted to the Buyer

E. Buyer completes their portion of the Authorization to Release Bond or Check portion of "Bonds & Certi Checks" spreadsheet
   1. Return to Supplier Reason
   2. Agency Contact who Authorized Return
   3. Buyer Signature

F. Buyer updates Current Bonds spreadsheet
   1. Returned to SPB
      i. Date received from Risk Management

   2. Release Date
      i. Date Buyer is releasing the Bond or Check

G. Buyer submits Bond paperwork to Administrative Assistant for release

H. Administrative Assistant will make a copy of documents to be sent to Supplier

I. Administrative Assistant will complete the Authorization to Release Bond or Check portion of the Record of Reciept of Bond or Check
    1. Administrative Assistant Signature
        i. To be signed on the date documents mailed

    2. Receipt for Certified Mail #:
        i. Tracking number from US Postal documents PS Form 3800 and PS Form 3811

J. Administrative Assistant will prepare and send documents via Certified Mail to supplier
    1. Original Bond documents
    2. Copy of Authorization to Release Bond or Check

K. Administrative Assistant updates Current Bonds spreadsheet, and moves the record to the Completed Bonds spreadsheet located on tab on “Bonds & Certi Checks” spreadsheet
    1. Date Returned
        i. Date mailed to Supplier

L. Administrative Assistant will return all documents to Buyer when Post Office returns PS Form 3800 and PS Form 3811

M. Buyer will file documents

V. Performance Bond Maintenance

There are times when a Performance Bond does not cover all contract periods. Buyer is responsible for ensuring Performance Bond coverage is maintained throughout the contract periods and that a lapse in coverage does not occur. If a Performance Bond does not cover all contract periods, it must be approved by Legal Counsel.

3. References

State Purchasing Bureau, SOP 1, File Configuration & Maintenance
State Purchasing Bureau, SOP Appendix R

	SOP Number & Name:	SOP 10, Certificate of Insurance (COI)
	Revision Number:	R1
NEBRASKA Administrative Services Materiel Division	Implementation Date:	12/11/2012
State Purchasing Bureau	Last Reviewed/Update Date:	10/15/2015
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Certificate of Insurance (COI)

1. Overview

A standard provision of a Request for Proposal (RFP) and a service contract resulting from an RFP is that the contractor provides proof of insurance coverage in the form of a Certificate of Insurance (COI). It would be rare to have a COI for a commodity contract, but it is possible. If a COI is required on a commodity, it must be stated in the Invitation to Bid specifications.

A vendor cannot begin work until proof of such coverage has been provided. If a vendor is using subcontractors, the vendor is required to ensure that subcontractors have the same coverage.

Typically, a COI is written for a period of twelve months. Renewed or updated COIs are required throughout the entire contract period. Buyer contract management includes ensuring that COI coverage is maintained throughout the entire life of the contract.

The "Certificate of Insurance Approval Checklist" is a checklist used by SPB to ensure that all COI requirements are met. This form is located at G:\Purchasing\SOP, Checklist, & Forms Final\Forms\COI_Bonds\Certificate of Insurance Checklist.pdf.

The COI must be received, reviewed and approved prior to the contract being finalized.

In addition, each COI is required to have a completed "COI Checklist" attached to the COI within the classification folder. Items on the checklist will be marked off, dated, and initialed as tasks are completed.

Refer to SOP 1, File Configuration & Maintenance for placement of COIs within the pressboard classification folder.

An example of a completed COI Form, received from a supplier, is shown on the following page.

Client#: 6207 CONSMANA

ACORD™ **CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY) 9/11/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
La Mair-Mulock-Condon Co.
4200 University Ave Ste 200
West Des Moines, IA 50266-5945
515 244-0166

CONTACT NAME: Jodi Abens
PHONE (A/C, No, Ext): 515 237-0149 FAX (A/C, No): 515 244-9535
E-MAIL ADDRESS: jodi.abens@lmcins.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Travelers Indemnity Company	
INSURER B : The Travelers Indemnity Company	
INSURER C : Accident Fund General Ins Co	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Name of Contractor

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			6603622M544	06/01/2012	06/01/2013	EACH OCCURRENCE	$1,000,000
	X COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$500,000
	CLAIMS-MADE X OCCUR			COI Policy Dates			MED EXP (Any one person)	$5,000
							PERSONAL & ADV INJURY	$1,000,000
				Verify that types of insurance and			GENERAL AGGREGATE	$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:			requested amounts match RFP			PRODUCTS - COMP/OP AGG	$2,000,000
	POLICY PRO-JECT LOC			requirements				$
B	AUTOMOBILE LIABILITY			BA6104N625	06/01/2012	06/01/2013	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS / X NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
	X Drive Oth Car							$
B	X UMBRELLA LIAB X OCCUR			CUP006127N811	06/01/2012	06/01/2013	EACH OCCURRENCE	$5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$5,000,000
	DED X RETENTION $5,000							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N			2000002419	06/01/2012	06/01/2013	X WC STATU-TORY LIMITS OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N	N/A					E.L. EACH ACCIDENT	$500,000
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RFP #: 3562Z1 The RFP number is typically referenced, rather than a contract number.

Certificate Holder is an Additional Insured - Lessor or Leased Equipment with respects to the General Liability policy per form CGD186 (11/03)

General Liability policy is written on a Primary and Non-Contributory basis per form CGD037 (04/05)
(See Attached Descriptions)

CERTIFICATE HOLDER

State of Nebraska should always be first line of Certificate Holder

State of Nebraska
Administrative Services, State Purchasing Bureau
301 Centennial Mall Sout[h]
1st Floor
Lincoln, NE 68508

No Personal Names in Certificate Holder field!

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Must be signed, electronic signature ok.

Gary M. Nordquist

ACORD 25 (2010/05) 1 of 2 The ACORD name and logo are registered marks of ACORD
#S253927/M245341 KELMU

Waiver of subrogation applies with respects to the Certificate Holder on the Workers Compensation policy per form WC000313 (04/84)

A specific request called out in the RFP; check to ensure that any such requested language is included within the Descriptions. If requested language is not included in the COI, work with the contractor/insurer to request the addition.

2. *Procedure*

I. COI Not Received with Supplier RFP/ITB Bid Response

Unless the COI is a mandatory requirement to be submitted with the Bid Response, the COI may or may not be included within the Bid Response. If the COI was not submitted with the Bid Response, complete the following:

A. Buyer will email "Award Instructions" letter to selected vendor (See Appendix T)
B. Buyer will include a copy of the COI requirements, as stated in RFP/ITB
C. Buyer will include a copy of the language regarding subcontractors, as stated in RFP/ITB

II. Receipt of COI

A. Buyer receives COI via mail or electronically

B. Buyer fills out the Approval Checklist with the following information:

1. Date COI received
2. Vendor/Insured
3. RFP/Contract No.

C. Buyer will review COI for compliance and check each item off on the Approval Checklist:

1. Amount of Coverage
   a. Verify amount of coverage within the RFP/ITB coincides with COI
   b. Check off all that apply
      i. All items of coverage are required, except Professional Liability
   c. If amount of coverage is different than the amount on checklist, write amount next to that area of coverage
   d. Amount of Coverage on COI must be equal or greater than that in RFP/ITB

2. Subrogation Waiver
   a. Check if stated on COI
   b. Waiver is required for every COI

3. Liability Waiver
   a. Check if stated on COI
   b. Waiver is required for every COI

4. Subcontractors Statement
   a. Attach email or other documentation showing that there are no subcontractors;
   b. If subcontractors will be used, attach vendor's statement that subcontractors are compliant with insurance terms

5. Expiration Date – Buyer will insert the first expiration date of coverage from COI

6. Buyer will sign and date the Approval Checklist once compliance is confirmed

If any of the information on the COI is not compliant with the criteria outlined in the RFP/ITB, the Buyer will need to contact the vendor to receive a compliant COI.

III. Transfer COI Approval Checklist and the following documentation to Legal for review:

A. COI Approval Checklist (signed)
B. Original COI
C. Subcontractors Statement
D. Copy of "Insurance Requirements" as stated in RFP/ITB
E. Any other documentation that would be valuable to Legal for review

IV. Legal reviews COI and documentation for compliance

A. If Legal finds an issue with COI and/or documentation
   1. COI and documentation is returned to Buyer
   2. Buyer will need to contact the supplier to obtain a compliant COI
   3. Buyer will resubmit the COI and documents to Legal for review

B. Legal approves COI and documentation
   1. Legal will sign and date Approval Checklist and pass to Paralegal
   2. Paralegal will enter expiration date into the Contracts Access Database
   3. Paralegal will return all documentation to Buyer
   4. Buyer will place COI and documentation in the file structure

V. COI Maintenance

Buyer is responsible for ensuring COI coverage is maintained throughout the initial, renewal, and extension contract periods and that a lapse in coverage does not occur.

There are times when contract renewal dates do not coincide with the COI expiration date. The Buyer Report should reflect a column for COI expiration date. Approximately 30 days prior to an expiration date the Buyer shall seek an updated COI by taking the following steps:

A. Buyer will contact vendor for an updated COI, if one has not already been supplied.

B. Once an updated COI is obtained, Buyer reviews the newest COI for compliance with the terms of the related RFP
   1. Follow Sections II, III and IV of this SOP

3. References

State Purchasing Bureau, SOP 1, File Configuration & Maintenance
State Purchasing Bureau, SOP Appendix T

	SOP Number & Name:	SOP 11, Deviation Process
NEBRASKA Administrative Services Materiel Division	Revision Number:	Original
	Implementation Date:	5/27/15
State Purchasing Bureau	Last Reviewed/Update Date:	5/27/15
SOP Owner: Procurement Manager	Approval:	

Deviation from Contractual Services Process and Emergency Service Contracts Process

1. Overview

A Deviation is the means to, and the process of, requesting approval for procuring service(s) by contract for a Sole Source valued at $50,000 and over without going through the usual competitive Request for Proposal (RFP) process. The two most common types of Deviation Requests are Sole-Source and Emergency Service Contracts. Statute §75-507 calls out specific exceptions to the standard competitive service contract process. If the proposed agency contract falls under one of the listed exception categories in Statute §73-507, a Deviation request is not necessary, because it is already excluded from the usual bidding process. Agencies are encouraged to work with their legal counsel.

The need to deviate from the competitive bid process may be necessary in the event of a valid Sole Source request or other unique service requirements. It should not be taken lightly. In the event of a Deviation, the Director of Administrative Services (DAS) has the final approval, after review of Agency documentation.

A Deviation cannot be used to amend, extend, or renew a contract that already exists. It is used to create a new contract only.

Contract value is calculated using the entirety of the requested service contract period; including initial contract period and any renewal options provided for in the contract.

Power Point available at: http://das.nebraska.gov/materiel/purchase_bureau/agency-info.html

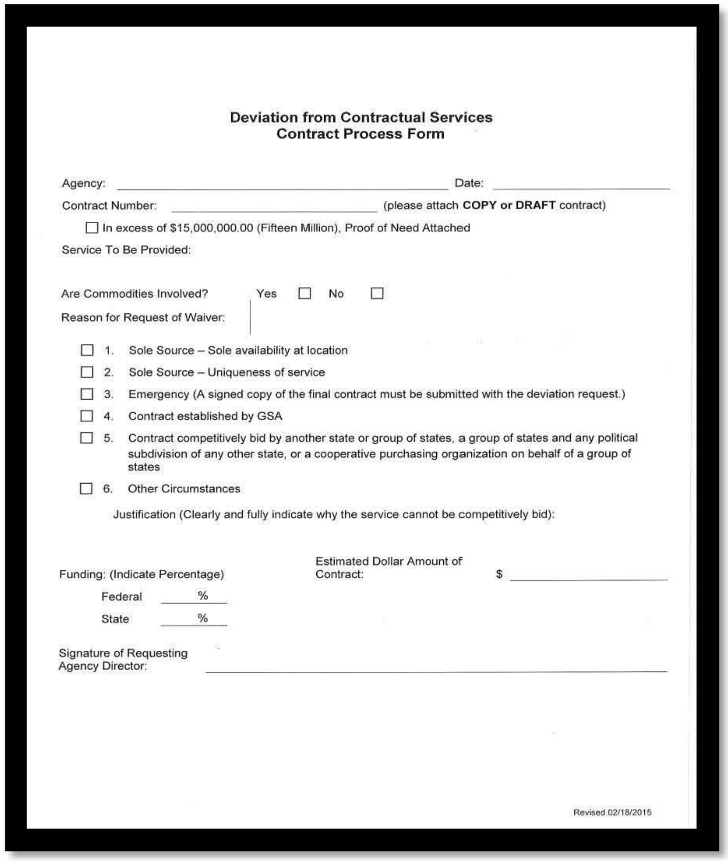
2. Sole-Source Deviation

I. Statute §73-502 defines a sole source to be of such a unique nature that the contractor selected is clearly and justifiably the only practicable source to provide the service. Determination that the contractor selected is justifiably the sole source is based on either:
   - A. Uniqueness of service
   - B. Sole availability of services

II. Questions to ask when considering a Sole Source Deviation
   - A. Is the contractor legitimately the only supplier of the services being requested?
   - B. What is so unique about the service that only this contractor can provide this service?
   - C. Is the contractor the only provider in the area where the service is to be justified?

III. Sole Source Justification
   - A. A justification for a sole source deviation MUST BE PROVIDED on the Deviation from Contractual Services Contract Process Form, which can be found on State Purchasing

Bureau (SPB) website (provided below) and must include thought responses to the questions under Header II.



Deviation from Contractual Services
Contract Process Form

Agency: ______________________ Date: ______________

Contract Number: ______________________ (please attach **COPY or DRAFT** contract)

☐ In excess of $15,000,000.00 (Fifteen Million), Proof of Need Attached

Service To Be Provided:

Are Commodities Involved? Yes ☐ No ☐

Reason for Request of Waiver:

☐ 1. Sole Source – Sole availability at location

☐ 2. Sole Source – Uniqueness of service

☐ 3. Emergency (A signed copy of the final contract must be submitted with the deviation request.)

☐ 4. Contract established by GSA

☐ 5. Contract competitively bid by another state or group of states, a group of states and any political subdivision of any other state, or a cooperative purchasing organization on behalf of a group of states

☐ 6. Other Circumstances

Justification (Clearly and fully indicate why the service cannot be competitively bid):

Funding: (Indicate Percentage)

Federal ____%

State ____%

Estimated Dollar Amount of Contract: $ ______________

Signature of Requesting Agency Director: ______________________

Revised 02/18/2015

B. The Justification must clearly explain why the service cannot be competitively bid.

C. A Sole Source justification should be a stand-alone explanation; that is, it should be clear, thorough, and written for an audience that does not know of the Agency's needs. It should not assume prior knowledge of the audience.

D. The justification should NOT explain why the Contractor is a good provider; it should explain why the Contractor is the ONLY provider.

E. Unique elements of the services should be clearly described, including but not limited to such items as:

   a. Customization(s) already in progress
   b. Work in progress
   c. Relationship to federal programs, funding or requirements
   d. Other circumstances that have a bearing on the situation

F. A Sole Source is NOT justified by the following:

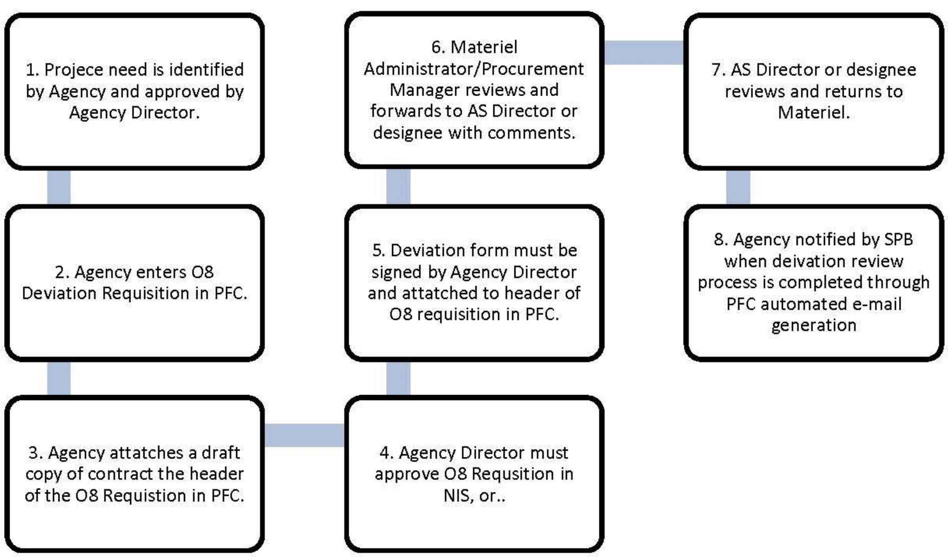
   a. Requesting extension or renewal of an existing contract that is out of renewal options (recall that Deviations can only be used to create a new, stand-alone contract)
   b. Requesting retention of an existing provider because of their past performance

c. Requesting to broaden the scope of services that were originally bid

IV. Deviation Process
  A. Identify dollar amount
    a. Agency must have a good grasp on the total dollar value of the proposed contract
    b. A Deviation creates a contract, not an RFP
    c. The total dollar value of the contract includes the initial contract period and all proposed renewal periods
  B. Develop Proposed Contract
    a. Agency must develop a proposed contract OR attach a copy of the service contract that was bid by another state/group of states per Neb. Rev. Stat. §73-507 (SPB will finalize a Participating Addendum in the case of a cooperative contract) or
    b. GSA Contracts
    c. The Contract period may NOT begin until the Director of Administrative Services has approved the O8 Deviation Request
    d. It is strongly recommended that the Contract developed by the Agency use the Terms and Conditions from the standard RFP boilerplate.
      i. These Terms and Conditions afford the State and it's agencies proven levels of protection, having already undergone extensive legal review and approval
      ii. Agencies are always encouraged to seek the advice of their legal counsel in regard to any term and/or condition proposed by the potential contractor that may be at variance with standard RFP clauses
    e. Draft contract may not be an ITB, an RFP, or a contractor's proposal
    f. All proposed renewal periods MUST be included in the contract in order to exercise those renewal periods after the expiration of the initial period
  C. Complete Deviation from Contractual Service Contract Form
    a. Available on SPB website at: http://das.nebraska.gov/materiel/purchase_bureau/agency-info.html
    b. Indicate appropriate reason for Deviation
    c. Justification goes on attached form
    d. Draft contract is attached
    e. Estimated Dollar Value is for <u>total</u> contract, <u>including</u> initial period and all proposed renewal periods
    f. Agency director must sign Deviation Form OR be part of the the approval route in PFC (Payroll and Financial Center)
  D. Submit Required Materials to State Purchasing
    a. O8 Requisition in PFC – attach the following:
      i. Deviation from Contractual Services Contract Process Form
      ii. Draft Contract
  E. Entering the Requisition in PFC
    A. Requisition – after the above documents are completed by the agency, the agency enters an O8 Requisition in PFC and attaches both documents
      a. Must mirror the initial contract period AND all proposed renewal period(s)
      b. Use separate line for each renewal period
      c. Total dollar value of contract must match in PFC and on Deviation from Contractual Services Form

B. Completed Deviation from Contractual Services Contract Process Form is attached to O8
    a. Agency director MUST sign OR be in approval route on PFC
    b. Justification must be included on Form
C. Draft contract is attached to O8
    a. If deviation is to participate in a cooperative contract, a copy of the cooperatively bid contract must be attached, or
    b. GSA Contract
D. O8 routes to SPB for approval
    a. SPB reviews documentation, If IT related, SPB Manager will norify OCIO and obtain approval prior to moving forward in the process
    b. Agency may be asked for further explanation, justification, or clarification to ensure compliance with statutory requirements
    c. Sufficient time for review and approval is necessary
    d. Contractor may not begin providing services until the contract is signed
    e. Agency must have approval from Administrative Services before moving forward with contract and service(s)
    f. If deviation is to participate in a cooperative contract, SPB will finalize a Participating Addendum after approval of the O8

SPB Deviation Process



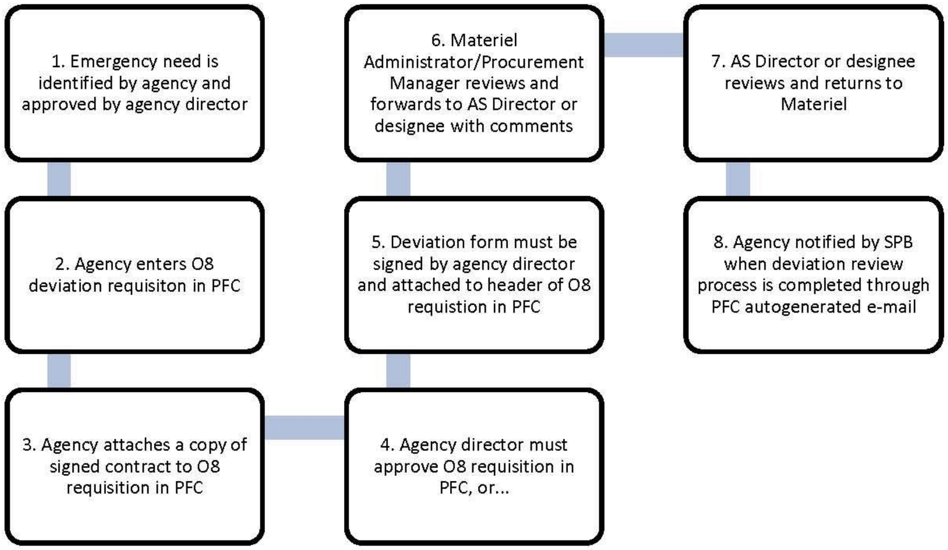
3. Emergency Deviation

I. Nev. Rev. Stat. §73-502(2) defines an emergency as "necessary to meet an urgent or unexpected requirement or when health and public safety or the conservation of public resources is at risk"
  - A. The agency director is responsible for any and all questions arising out of an emergency service contract
    - a. In contrast to a Sole source deviation, an emergency is declared by the agency director
    - b. Administrative Services approval is NOT required for an emergency contract to move forward
  - B. Emergency service contract justification
    - a. A justification for an emergency deviation should be a stand-alone explanation; that is, it should be clear, thorough, and written for an audience who does not know the details of the situation or agency operations. It should not assume prior knowledge on the part of the audience.
    - b. An emergency justification explains the nature of the emergency based on Nev. Rev. Stat. §75-502(2)

II. The Emergency Deviation Process
  - A. Complete Deviation From Contractual Services Contract Process Form
    - a. Available on SPB website at: http://das.nebraska.gov/materiel/purchase_bureau/agency-info.html include explanation of emergency
    - b. Agency director must sign Deviation Form OR be part of the approval route in PFC.
  - B. Submit Required Materials to State Purchasing
    - a. O8 requisition in PFC – attach the following:
      - i. Deviation from Contractual Services Contract Process Form
    - b. A copy of the signed final contract MUST be attached to the O8 requisition in PFC within three (3) working days of contract signature by agency and contractor
  - C. Prior Administrative Services approval is NOT required for emergency service contracts, but the agency must notify Administrative Services by using the Deviation from Contractual Services Contract Process Form and an O8 requisition

III. Entering the Requisition in PFC
  - A. Agency enters an O8 requisition in PFC
  - B. Completed Deviation from Contractual Services Contract Process Form is attached to O8
  - C. Signed Contract must be attached within three (3) working days of signature by agency and contractor
  - D. O8 routes to SPB

Emergency Deviation Process Flow Chart



4. References

Nebraska State Statutes: 75-507, 73-502,73-502(2)

Forms: Deviation from Contractual Services Contract Process Form

Manuals: How to do Business with the State of Nebraska

PowerPoint: Deviation from Contractual Services Process and Emergency Service Contracts Process

	SOP Number & Name:	SOP 12, Emergency Services
NEBRASKA Administrative Services Materiel Division	Revision Number:	Original
	Implementation Date:	12/11/2012
State Purchasing Bureau	Last Reviewed/Update Date:	12/11/2012
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Emergency Services

***NOTE:** "Advisor" means "State Procurement Supervisor" within all SOP's. (7.5.2013)*

1. Overview

The Deviation Request process is used to review and process emergency service notifications valued at $50,000 and over. Per Statute 73-508, emergency service needs of $50,000 and greater must be reported to Administrative Services:

> *Except as provided in section 73-507, all proposals for sole source contracts for services in excess of fifty thousand dollars shall be preapproved by the division except in emergencies. In case of an emergency, contract approval by the state agency director or his or her designee is required. A copy of the contract and state agency justification of the emergency shall be provided to the Director of Administrative Services within three business days after contract approval. The state agency shall retain a copy of the justification with the contract in the state agency files. The Director of Administrative Services shall maintain a complete record of such sole source contracts for services.*

An emergency is defined in Statute 73-502 as:

> *Emergency means necessary to meet an urgent or unexpected requirement or when health and public safety or the conservation of public resources is at risk;*

Although the emergency services process is similar to the deviation process on a sole source, SPB does not approve an emergency service deviation. The State Purchasing Bureau (SPB) processes the emergency request for filing purposes as required by Statute. The Agency Director declares the emergency and the Agency Director assumes responsibility for answering outside questions about the service and/or its need. Agencies must submit an emergency service to SPB within three (3) business days following contract signing.

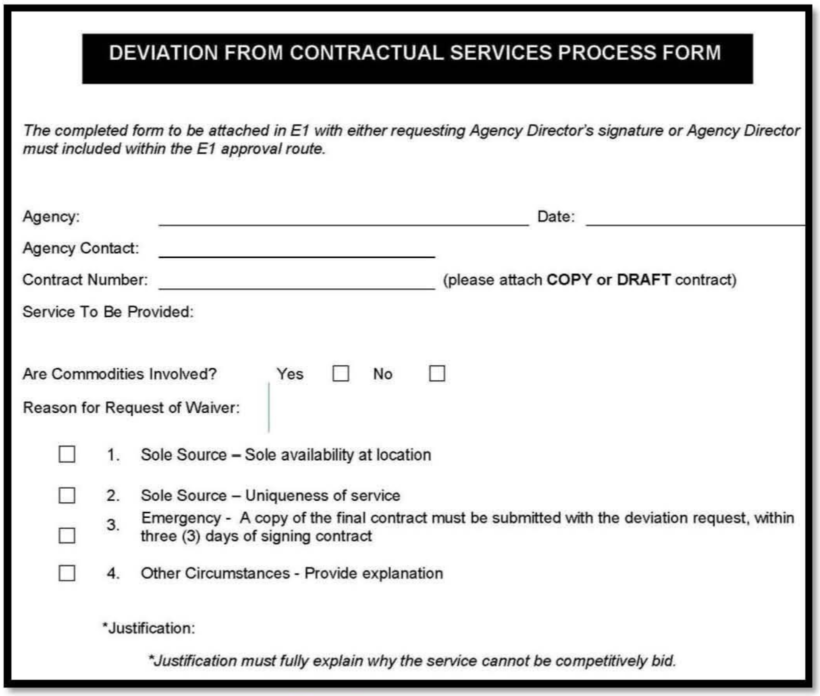
See SOP 11, Deviation Request Process for additional information regarding the Deviation Request Process for a sole source.

2. Procedure

I. Agency enters Emergency Service Deviation Request within the Payroll & Financial Center

The following items are to be attached to the Deviation Request:

A. Agency must complete and attach "Deviation From Contractual Services Process" form (see Figure 1)
   1. "Deviation From Contractual Services Process" form is located on SPB website



DEVIATION FROM CONTRACTUAL SERVICES PROCESS FORM

The completed form to be attached in E1 with either requesting Agency Director's signature or Agency Director must included within the E1 approval route.

Agency: ____________________ Date: __________

Agency Contact: ________________

Contract Number: ________________ (please attach **COPY or DRAFT** contract)

Service To Be Provided:

Are Commodities Involved? Yes ☐ No ☐

Reason for Request of Waiver:

☐ 1. Sole Source – Sole availability at location

☐ 2. Sole Source – Uniqueness of service

☐ 3. Emergency - A copy of the final contract must be submitted with the deviation request, within three (3) days of signing contract

☐ 4. Other Circumstances - Provide explanation

*Justification:

**Justification must fully explain why the service cannot be competitively bid.*

Figure 1

B. Copy of signed contract

C. Office of the Chief Information Officer (OCIO) Approval (if IT related)

II. Administrative Assistant receives Emergency Service Deviation Request through the Payroll & Financial Center

Administrative Assistant reviews the following, prior to approving Emergency Service Deviation Request

A. "Deviation From Contractual Services" form attached and completed
   1. Agency
   2. Date
   3. Agency Contact
   4. Contract Number (if applicable)
   5. Service To Be Provided
   6. Are Commodities Involved?
   7. Reason for Request of Waiver
      i. Emergency is selected

   8. Justification
      i. Justification may be attached as a separate document

   9. Estimated Dollar Amount of Contract
   10. Signature of Requesting Agency Director
      i. Agency Director must physically sign "Deviation From Contractual Services Process" form or electronically sign through the Deviation Request approval route within the Payroll & Financial Center

B. Copy signed Contract

C. OCIO Approval (if IT related)
   1. Approval statement from OCIO management
      ii. Approval may be attached as an e-mail, letter, text attachment, etc.

If all documentation is attached and complete, the Administrative Assistant will approve the Emergency Service Deviation Request within the Payroll & Financial Center. If any documentation is missing or incomplete, the Administrative Assistant is to contact the agency contact listed on the "Deviation From Contractual Services Process" form and explain to the agency contact what documentation is missing or incomplete. After the agency attaches any missing or incomplete documents the Administrative Assistant will approve the Emergency Service Deviation Request.

III. Advisor receives Emergency Service Deviation Request through the Payroll & Financial Center

The emergency service deviation request routes to the Advisors, State Procurement Manager and Materiel Administrator, but the Advisor(s) are responsible for reviewing emergency service deviation requests.

A. Advisor reviews for conformance to statutory definition of emergency and thoroughness of emergency explanation:
   1. Urgent and unexpected requirement
   2. Health and/or public safety are at risk
   3. Conservation of public resources is at risk

B. Advisor reviews attached proposed contract to ensure that contract amount is consistent with amount stated on Deviation Request form used to process emergency notification.

C. Advisor works with the agency to request clarification or expansion of justification or to explain why, as written, the Emergency Services justification does not conform to statutory definitions.
   1. An Emergency Service justification:
      i. Is not a method to circumvent the procurement bid process
      ii. Cannot be used to explain that the agency is too busy to complete the bid process

D. Advisor acknowledges Emergency Service Deviation Request with State Procurement Manager and/or AS Materiel Administrator at daily update meeting. State Procurement Manager and/or AS Materiel Administrator will request an updated status, if necessary.

E. When Advisor, State Procurement Manager and AS Materiel Administrator are satisfied that the Deviation Request is compliant with statutory requirements, the Advisor completes the following:
   1. Advisor attaches approval justification to Emergency Service Deviation Request:
      The <Director/CEO> of <Insert Agency> has determined this to be an emergency. Therefore, the <Director/CEO> is responsible for any and all questions raised about this procurement. This deviation request is not being approved, but is being processed for filing purposes only as required by statute.

   2. Emergency Service Deviation Request is "approved" within the Payroll and Financial Center system for filing purposes only

   3. Send an email to the Director of Administrative Services notifying the Director of the Emergency Deviation Request. Use the following spreadsheet as a template, located at G:\Employee Folders\Brenda Pape\Deviation Process\Deviation Template2 (see Figure 2). Copy and paste data into the email. **Do not** attach spreadsheet.

Carlos: The following deviation is ready for you to process. The CEO of DHHS has declared this to be an emergency procurement. Therefore, the CEO is responsible for any and all questions arising out of this procurement. You are not approving the requisition, but processing for filing purposes only as required by statute. Please let me know if you need anything else. Thank you.

Deviation # (O8)	100% Fed/Grant Funded	Total $ Amt.	Requesting Agency	Description of Service	Justification	Vendor
62847 O8	56.64% Federal and 43.36% State	$115,500.00	DHHS	Provide external medical, nursing and therapy peer review services for BSDC to meet the requirements of the Department of Justice Settlement Agreement.	The CEO of DHHS has declared this to be an emergency. Therefore, the CEO is responsible for any and all questions arising out of this procurement. This deviation is being processed for filing purposes only as required by statute.	Columbus Organization

Figure 2

i. Deviation # (O8)
   a. Requisition number assigned by Payroll & Financial Center

ii. 100% Fed/Grant Funded
   a. Percentage of funding stated by Agency on “Deviation From Contractual Services Process” form

iii. Total $ Amt.
   a. Estimated value of contract (including all renewal terms)

iv. Requesting Agency
   a. Agency specified on “Deviation From Contractual Services Process” form

v. Description of Service
   a. Brief description of the service to be provided

vi. Justification
   a. *The <Director/CEO> of <Insert Agency> has determined this to be an emergency. Therefore, the <Director/CEO> is responsible for any and all questions raised about this procurement. This deviation request is not being approved, but is being processed for filing purposes only as required by statute.*

vii. Vendor
   a. Vendor identified by Agency on Deviation request

4. Emergency Deviation Request and all attachments are printed to PDF and saved at G:\Purchasing\Deviations scanned\2012
   i. All documents are to be combined into one (1) document, in the following order
      b. “Deviation From Contractual Services Process” form
      c. Copy or draft of the proposed contract
      d. OCIO Approval, if IT related
      e. Any other documentation
      f. Advisor documentation of approval justification

   ii. Save file as requisition number assigned within Payroll & Financial Center

IV. The Director of Administrative Services, unless he/she has further questions about the Deviation Request, “approves” the electronic requisition within the Payroll & Financial Center

3. References

State Purchasing Bureau, SOP 11, Deviation Request Process

Nebraska State Statute 73-502
Nebraska State Statute 73-508

	SOP Number	13
	SOP Name:	Invitation to Bid Process, Formal (Commodity)
	Revision Number:	R3
	Implementation Date:	12/17/2012
State Purchasing Bureau (SPB)	Last Reviewed/Update Date:	10/01/2015
SOP Owner: SOP Review Team	Approval:	

Standard Operating Procedure, Invitation to Bid (ITB) Process for One-Time Purchase or Contract (Commodity)

1. Overview

The Invitation to Bid (ITB) process is used for the formal procurement of commodities, whether as a one-time purchase or to establish a commodity contract.

"Formal" means the ITB is estimated at $25,000 or greater, is publicly posted for a minimum of fifteen (15) days, sealed bids are solicited and those bids are publicly opened at the stated date and time on the ITB document. SPB has set the time frame for Formal ITBs to be processed within thirty (30) business days.

A successful ITB for a one-time purchase is finalized by the completion of a Purchase Order with a firm, fixed price for a set quantity; typically with a single delivery date.

A successful ITB for a commodity contract is finalized by the issuance of a Contract. Commodity Contracts provide for the following purposes:

- Established for items used in volume by state agencies
- Awarded for established periods of time
- Used on as-needed basis
- Impose no specific quantity usage obligation on the State
- Used by Agency end users to generate Purchase Orders to request specific quantities/deliveries of the item(s)

Generally, all specifications and requests are to be structured to achieve maximum competition by receiving three (3) or more bid responses. Bid Openings are to ensure the transparency of the processes surrounding the expenditure of public funds for goods. If an ITB attracts less than three (3) competitive bids it will necessitate using an Award of Bid (AOB) Process (see SOP 14, Award of Bid).

Suppliers, Agency representatives and other members of the public often attend bid openings. During bid openings, SPB staff and Agency representatives should take care to avoid actions that may give an unfavorable impression or that may be construed as evidence of favoritism or bias. Courtesy and professionalism are exercised at all times.

If an agency request is described as being for a "Sole Source" or "Restricted" commodity, Agency Justification must be provided and reviewed prior to release of a bid. See related SOPs: SOP 15, ITB Process, Restrictive and SOP 16, ITB Process, Sole Source

The complete Invitation to Bid package consists of the ITB form, the standard Terms and Conditions, any additional Terms and Conditions, the specifications for the item(s) being procured, and any addenda that relate to the offering, i.e., Questions and Answers. Leasing a commodity employs the ITB process.

Unless otherwise noted within the specifications for a specific ITB, all pricing will be required Free on Board (FOB Destination) - freight prepaid by the vendor to the place of delivery, with title passing to the end user upon delivery of the items.

The Agency is encouraged to contact the Procurement Supervisor for help with questions including, but not limited to:

- Completing forms
- Tentative Schedule of Events
- Requisition Entry in Payroll & Financial Center (PFC)

ITB tasks and deadlines will be tracked within the SPB Procurement Tracking System. The deadlines for ITB tasks will not begin for the Buyer until all documents are received from the Agency.

Procurement Supervisor responsibilities througout the ITB process include:

- Updating SPB Procurement Tracking System
- Assisting Buyer(s) in communicating with Agency
- Assisting Buyer(s) with ITB issues
- Updating Procurement Manager on status and/or potential issues
- Proactive communication with Agency

Checklists are required for different areas of the ITB process, and are to be attached under the Timeline form(s)within the classification folder (Surface 1). Items on the checklist will be dated and initialed as tasks are completed. ITB checklists may also include Milestone Reviews. The required checklists for the ITB process include:

- Commodity Identification
- ITB Initial Review
- ITB Restrictive Review
- ITB Final Review
- ITB Release
- ITB Opening
- ITB Bid Tabulation
- Reject all Bids, if applicable
- Pre-Contract Award (ITB)
- Initial Contract Award
- Purchase Order

See References for further information.

2. *Procedure*

I. Commodity Identification (Commodity Identification Checklist)

Upon Agency approval of a requisition, the requisition routes electronically to SPB, with the below documentation attached. The requisition, with attached documents, will be submitted to SPB for approval. If any documentation is missing, the Procurement Supervisor will contact the Agency to attach the missing documents.

A. Staff Assistant receives commodity requisition through PFC
B. Staff Assistant prints and files the following documents
   1. Requisition
   2. Approval Route
   3. Draft of specifications
   4. Tentative Schedule of Events
   5. ITB Attachments, as applicable, including but not limited to:
      i. Specification Comparison Tool form
      ii. TSB approval – in approval route (if vehicle related)
      iii. OCIO approval (if IT related)
      iv. Other approvals – ie. Exceptions (if Special Commodity related)
      v. Copy of GSA Supporting Documentation (if applicable)
      vi. Testing Protocol for Samples (if applicable)
      vii. Bid Sheet (if applicable)

   6. Vendor Reference List
   7. Most recent copy of grant (if applicable)

C. Staff Assistant forwards file to the Procurement Supervisor
D. Procurement Supervisor reviews requisition and documentation as printed and filed by Staff AssistantProcurement Supervisor assigns to Buyer(s)
   1. Procurement Supervisors are assigned specific commodities for which they are the primary point of contact, but ITB processing may cross those assignments.
      i. Procurement Supervisor works to ensure good communication between SPB teams and Agencies.

II. ITB Initial Review (ITB Initial Review Checklist – Buyer Process)

A. Procurement Supervisor enters the requisition arrival date into the SPB Procurement Tracking System and creates the initative there.
B. Procurement Supervisor and Buyer(s) each create a folder in their Outlook e-mail
   1. E-mail correspondence received regarding this ITB shall be placed in this folder

C. Buyer(s) saves a copy of the Draft Specifications and any other documents that may be posted with the ITB to G:\Purchasing\Commodities.
   1. Create a new file
      i. Name using Requisition number, brief description of the commodity, and Buyer's initials
      ii. Example: 123444 Widgets DG RB+

D. Following the Initial Review, the Procurement Supervisor and Buyer(s) update the SPB Procurement Tracking System to reflect the agreed-upon Completion Goal dates
E. If further documentation or information is needed, the Procurement Supervisor and Buyer(s) work with Agency

III. ITB Initial Review (ITB Initial Review Checklist – Pre Work)

The initial review is completed by the Buyer(s) and reports any issues to the Procurement Supervisor. Buyer is to communicate with Agency as neccessary.

Note: Any draft of the Specification, Bid Sheet(s), Schedules, Attachments, etc. (other than the originals submitted with the Requisition) may be held in a separate manila folder or electronic folder on the G: drive, labeled "Working Documents," and is withheld from Public Record Requests. The Buyer(s) must also write "Working Document" on the first page of the document. This folder is to be recycled when the Buyer(s) forwards the file for contract signatures.

A. Draft of Specifications
1. Buyer(s) (and Procurement Supervisor) review for completeness and ability for at least three (3) Vendors to provide requested commodities
2. Buyer(s) works with Agency to resolve questions and/or review requested changes
3. The function of specifications is to provide a basis for obtaining a commodity that will satisfy a particular need at an economical cost. Specifications should:
   - i. Identify minimum requirements in a clear and accurate manner
   - ii. Allow for competitive bid with a minimum of three (3) vendors
   - iii. List reproducible test methods to be used in testing for compliance with specifications, if samples are requested
   - iv. Be capable of verification. Specifications that are written in such a way that a product offered cannot be verified as meeting specifications results in confusion.
   - v. Have reasonable tolerance levels. Unnecessary precision is expensive and may limit competition.

4. The following sections should be considered on specifications for an ITB – Contract:
   - i. Scope
   - ii. Noncompliance Statement
   - iii. Rights
   - iv. Secretary of State registration
   - v. Award
   - vi. Amendment
   - vii. Revisions
   - viii. Assignment of Contract
   - ix. Breach of Contract
   - x. Termination
   - xi. Taxes
   - xii. Prices (if not using Core and Catalog)
   - xiii. Core and Catalog Pricing
   - xiv. Quality
   - xv. Gray Market Products Prohibition (optional)
   - xvi. Authorized Dealer and Warranty (optional)
   - xvii. Motor Vehicle Industries Regulation Act (for all licensed motor vehicles)
   - xviii. Warranty (optional)
   - xix. Substitutions
   - xx. Annual Usage
   - xxi. Delivery
   - xxii. Orders
   - xxiii. Packaging (optional)
   - xxiv. Payment
   - xxv. Political Sub-divisions
   - xxvi. Acceptable Brands (for Restrictive bids)
   - xxvii. Usage Report

xxviii. Recycled Content
xxix. Energy Star Products (optional)
xxx. Performance Testing (optional)
xxxi. Sample(s) (optional)
xxxii. Life-cycle Cost (if applicable)
xxxiii. References
xxxiv. Customer Service
xxxv. Bidder Instructions
xxxvi. Material Specifications

5. The following sections should be considered on specifications for an ITB – One Time Purchase:
   i. Scope
   ii. Non-compliance Statement
   iii. Rights
   iv. Secretary of State registration
   v. Award
   vi. Amendment
   vii. Assignment of Contract
   viii. Breach of Contract
   ix. Taxes
   x. Prices
   xi. Quality
   xii. Gray Market Products Prohibition (optional)
   xiii. Authorized Dealer and Warranty (optional)
   xiv. Motor Vehicle Industries Regulation Act (for all liscensed motor vehicles)
   xv. Warranty (optional)
   xvi. Substitutions
   xvii. Delivery
   xviii. Orders
   xix. Packaging (optional)
   xx. Payment
   xxi. Recycled Content
   xxii. References
   xxiii. Political Sub-divisions
   xxiv. Acceptable Brands (for Restrictive bids)
   xxv. Energy Star Products (optional)
   xxvi. Performance Testing (optional)
   xxvii. Sample(s) (optional)
   xxviii. Life-cycle Cost (if applicable)
   xxix. Bidder Instructions
   xxx. Material Specifications

B. Unit of Measure (UOM)
1. Review for correct UOM in regard to cost and/or item(s) ordered

C. Schedule of Events

The Buyer(s) (and Procurement Supervisor) will work with the Agency to determine exact dates for the ITB Schedule of Events. Schedule of Events dates will need to be updated in the SPB Procurement Tracking System. The Schedule of Events may be amended after the ITB is posted publicly. The suggested dates listed below are not mandatory, but provide a guideline to follow. Complex ITBs may require additional days between events.

An ITB for a one-time purchase or contract requires a minimum of fifteen (15) calendar days between release and opening, per statute 81-161.01.

1. Release Invitation to Bid
   i. Date ITB posted publicly on SPB website

2. Last day to submit Notification of Intent to Attend Pre-Bid Conference (if applicable)
   i. Allows Agency and SPB to know how many Vendors will be in attendance for planning purposes
   ii. Minimum seven (7) days after release of ITB

3. Last day to submit written questions
   i. Vendors submit written questions related to ITB
   ii. Minimum seven (7) days after release of ITB, if no Pre-Bid Conference is held

4. Pre Bid Conference (if applicable)
   i. Conference where Agency, SPB, and Vendors discuss ITB
   ii. Conference attendance may be mandatory or optional as per ITB instructions
   iii. Only written questions will have binding answers
   iv. Recommended for site visits
   v. Minimum ten (10) days after release of ITB

5. Last day to submit written questions after Pre-Bid Conference (required if Pre-Bid Conference occurred)
   i. Written questions received following Pre-Bid Conference
   ii. Minimum one (1) day after Pre-Bid Conference

6. State responds to written questions through Invitation to Bid Addendum
   i. Questions are forwarded to Agency for response
   ii. Buyer(s) (and Procurement Supervisor) review answers
   iii. Agency needs to allow a minimum of one to three (1-3) days for SPB responses
   iv. Minimum one to two (1-2) days after receipt of questions

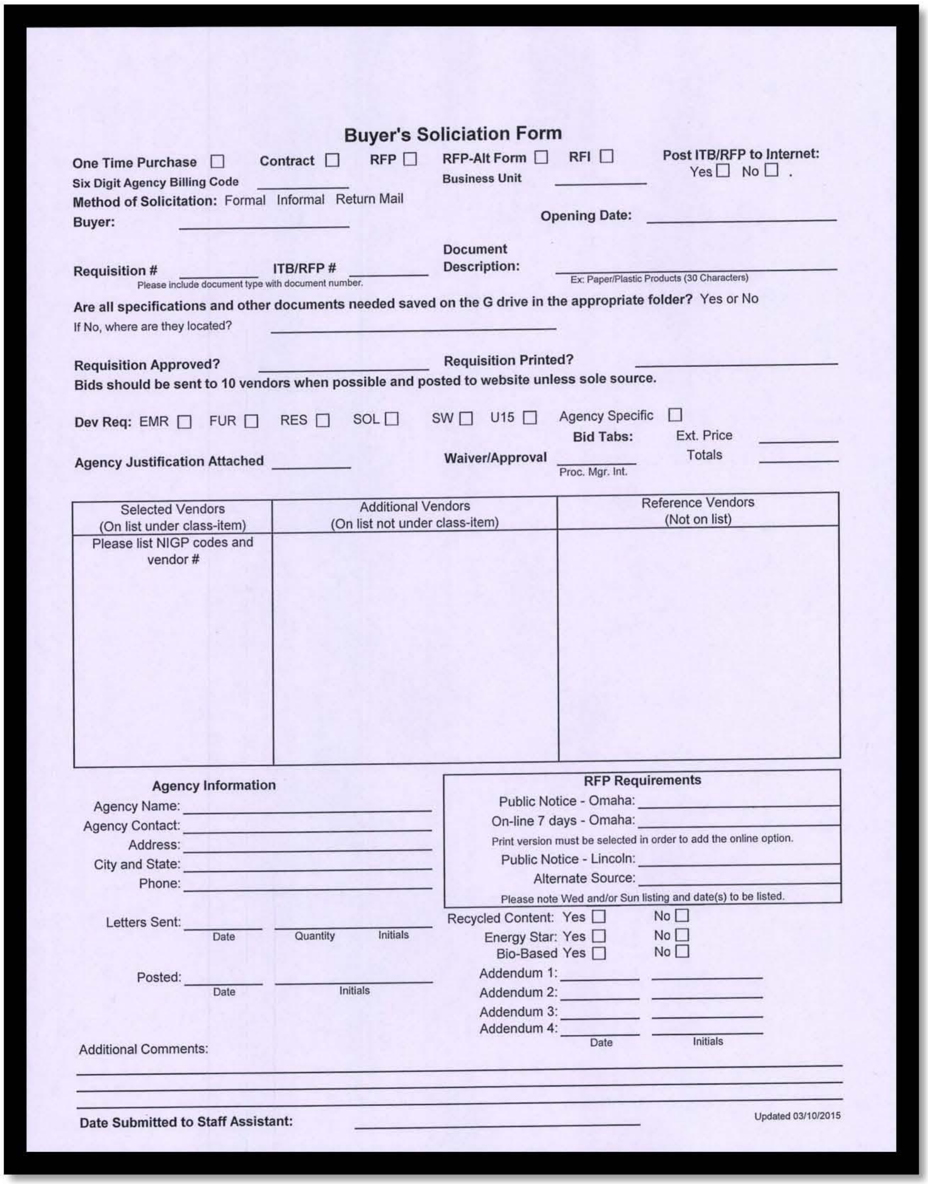
7. Bid Opening
   i. Date and time proposals publicly opened
   ii. Open to Agency, bidders, and public
   iii. Required Minimum of ten to fifteen (10-15) days after release date

D. Draft of Bid Sheet, ITB attachments, and Special Conditions if applicable
   1. Buyer(s) (and Procurement Supervisor) reviews for completeness and coherence
   2. Buyer(s) works with Agency to resolve questions

E. Buyer(s) compiles Vendor Reference List
   1. Include Vendors provided from Agency
   2. Include incumbent contractor (if applicable, unless debarred)
   3. Search PFC for additional Vendors, by NIGP code
   4. Minimum of ten (10) Vendors recommended

F. Buyer(s) sends all drafts to the Agency for final review. The Buyer(s) may not proceed until the Agency has reviewed and approved final draft

G. Buyer(s) completes the Buyer's Solicitation Form (Purple Sheet)



Buyer's Soliciation Form

One Time Purchase ☐ Contract ☐ RFP ☐ RFP-Alt Form ☐ RFI ☐ Post ITB/RFP to Internet: Yes ☐ No ☐ .

Six Digit Agency Billing Code ______ Business Unit ______

Method of Solicitation: Formal Informal Return Mail

Buyer: ______ Opening Date: ______

Requisition # ______ ITB/RFP # ______ Document Description: ______

Please include document type with document number. Ex: Paper/Plastic Products (30 Characters)

Are all specifications and other documents needed saved on the G drive in the appropriate folder? Yes or No

If No, where are they located? ______

Requisition Approved? ______ Requisition Printed? ______

Bids should be sent to 10 vendors when possible and posted to website unless sole source.

Dev Req: EMR ☐ FUR ☐ RES ☐ SOL ☐ SW ☐ U15 ☐ Agency Specific ☐

Bid Tabs: Ext. Price ______ Totals ______

Agency Justification Attached ______ Waiver/Approval ______ Proc. Mgr. Int.

Selected Vendors (On list under class-item)	Additional Vendors (On list not under class-item)	Reference Vendors (Not on list)
Please list NIGP codes and vendor #		

Agency Information

Agency Name: ______

Agency Contact: ______

Address: ______

City and State: ______

Phone: ______

Letters Sent: ______ Date ______ Quantity ______ Initials

Posted: ______ Date ______ Initials

RFP Requirements

Public Notice - Omaha: ______

On-line 7 days - Omaha: ______

Print version must be selected in order to add the online option.

Public Notice - Lincoln: ______

Alternate Source: ______

Please note Wed and/or Sun listing and date(s) to be listed.

Recycled Content: Yes ☐ No ☐

Energy Star: Yes ☐ No ☐

Bio-Based Yes ☐ No ☐

Addendum 1: ______ ______

Addendum 2: ______ ______

Addendum 3: ______ ______

Addendum 4: ______ ______

Date Initials

Additional Comments:

Date Submitted to Staff Assistant: ______

Updated 03/10/2015

1. Select a procurement event:
   i. One Time Purchase
   ii. Contract
   iii. RFP (not applicable)
   iv. RFP-Alt Form (not applicable)
   v. RFI (not applicable)

2. Six Digit Agency Billing Code (not applicable)
3. Business Unit (not applicable)

4. Post ITB/RFP to Internet
    i. Select Yes or No
        a. All ITBs and RFPs need to be posted to the SPB website unless deemed otherwise

5. Method of Solicitation
    i. Circle Formal

6. Buyer
    i. Enter the name of the Buyer assigned

7. Opening Date
    i. Enter the Opening Date (date the ITB is to be received and opened)

8. Requisition #
    i. Enter the number of the Requisition from PFC

9. Document Description
    i. Enter a brief description of the commodity
    ii. Limited to thirty (30) characters in PFC

10. Are all specifications and other documents needed saved on the (G:) drive in the appropriate folder?
    i. Select Yes or No
    ii. All documents must be located on the (G:) drive, unless deemed otherwise and approved by Procurement Supervisor and Procurement Manager
    iii. If No, enter location where documents are stored

11. Requisition Approved
    i. Date Requisition Approved
    ii. Initials of Approver (See Approval Route)

12. Requisition Printed
    i. Date Requisition Printed

13. Dev Req (Deviated Requisition)(if applicable)
    i. Select:
        a. EMR – Emergency
        b. FUR – Furniture
        c. RES – Restricted
        d. SOL – Sole Source
        e. SW – Statewide
        f. U15 – Bid under 15 days
        g. Agency Specific

14. Bid Tabs
    i. Extended Price
        a. Enter Yes or No

    ii. Totals
        a. Enter Yes or No

15. Agency Justification Attached
    i. Enter Yes, No, or N/A

   ii. Justification is required on any bid that has a Dev Req
   iii. Justification must be approved by Procurement Supervisior prior to routing to Staff Assistant

16. Selected Vendors**
   i. Enter NIGP codes used in quote
   ii. Enter Vendor name and Address Book number

17. Additional Vendors** (Have Address Book number but not associated NIGP code)
   i. Enter Vendor name and Address Book number

18. Reference Vendors**
   i. Enter names and addresses of Vendors not listed in PFC

** Note: Incumbent Contractor(s) must be included in one of the above Vendor Lists, if applicable and not debarred

19. Agency Information
   i. Enter the contact information for the Agency

20. RFP Requirements (not applicable)
21. Recycled Content
   i. Select Yes or No
   ii. If specifications identify there is recycled or post-consumer content

22. Energy Star
   i. Select Yes or No
   ii. If specifcations identify an Energy Star rating

23. Bio-Based
   i. Select Yes or No
   ii. If specifications identify there is Bio-Based content

24. Additional Comments
   i. Enter any additional instructions for Staff Assistant

H. Buyer must print and file e-mail and all other correspondence, meet with Procurement Supervisor for Milestone Review, and update Timeline and Buyer Assignment sheets
I. Date Submitted to Staff Assistant
   i. Enter the date document was routed to Staff Assistant

J. Following Procurement Supervisor approval, Buyer(s) will transfer the file to Staff Assistant for Pre-Release Activities
   i. Buyer(s) will place any further revisions to the electronic files on top of the classification folder

K. Staff Assistant completes the following items on the Buyer's Solicitation Form (Purple Sheet)
   1. ITB/RFP #
      i. Enter the ITB number

   2. Letters Sent
      i. Enter the date and quantity of letters mailed and initial

   3. Posted

i. Enter date posted to SPB website and initial

4. Addendum 1, 2, 3, … etc.
   i. Initial and date when Addenda are posted to SPB website

5. Date Staff Assistant Received
   i. Enter the date the documents were received

IV. ITB Pre-Release Activities (ITB Final Review Checklist – Staff Assistant Process)

A. Allow Staff Assistant one (1) business day to complete Pre-Release Activities (when an ITB is given to the Staff Assistant after 12:00 PM, Staff Assistant may process the ITB the next business day)

B. Staff Assistant generates ITB number in PFC
   1. All detail lines as noted on the requisition generated within the ITB
   2. Print on correct form
      i. Invitation to Bid – One Time Purchase
      ii. Invitation to Bid – Contract

C. Staff Assistant creates a folder in their e-mail
   1. E-mail correspondence received regarding this ITB must be placed in this folder

D. Staff Assistant renames ITB folder at G:\Purchasing\Commodities
   1. Remove requisition number and replace with ITB number

E. Staff Assistant completes and formats ITB documents using those submitted by Buyer(s) and/or saved in the ITB folder, as per Buyer's instructions. Staff Assistant will fill in any highlighted areas in each section of the documents as appropriate. If Staff Assistant is unsure of any information, they are to ask the Buyer(s) for clarification.
   1. Invitation to Bid
      i. Dates match in the header of ITB
      ii. Required lines of requisition were generated into ITB
      iii. Lines added to ITB (if required)

   2. Schedule of Events is complete
      i. Insert ITB number where outlined
      ii. Insert dates

   3. Special Conditions (if applicable)
   4. Specifications/Terms and Conditions
      i. Insert ITB number where outlined
      i. Bid bond (optional)
      ii. Performance bond (optional)

   5. Bid Sheet
      i. Insert ITB number where outlined
      ii. Bid Sheet locked down
         a. Bidders should only be allowed to type in specific cells
         b. Lock spreadsheet with the ITB number as the password

   6. Any other changes noted by the Buyer(s)

F. Staff Assistant prepares Invitation to Bid Announcement Letter
   1. Refer to Buyer's Solicitation Form (Purple Sheet) for required information
   2. Save and print

G. Staff Assistant creates Vendor Reference List and labels to mail Bid Announcement Letters
   1. May be created within PFC
   2. May be created within a Word document, if not in PFC
   3. Refer to Buyer's Solicitation Form (Purple Sheet) for required information
   4. Save a copy within the commodity folder
   5. Print on label paper
   6. Make a copy of the Vendor Reference List on copy paper

H. Staff Assistant will place the following items, in the following order, on top of the classification folder:
   1. Solicitation Letter
   2. Copy of ITB
   3. Schedule of Events
   4. Specifications/Terms and Conditions
   5. Bid Sheets (if applicable)
   6. Attachments (if applicable)
   7. Vendor Reference List labels
   8. Copy of Vendor Reference List
   9. Any draft documents provided by the Buyer(s)

I. Staff Assistant transfers file to Buyer(s) for review and approval
J. Buyer(s) reviews ITB Documents received for accuracy (Buyer ITB Review Process)
   1. Invitation to Bid
      i. ITB Printed on correct form
         a. Invitation to Bid – One Time Purchase
         b. Invitation to Bid – Contract

      ii. Dates match in the header of ITB
      iii. Required lines of requisition were generated into ITB
      iv. Lines added to ITB (if required)

   2. Schedule of Events is complete
      i. Insert ITB number where outlined
      ii. Insert dates

   3. Special Conditions (if applicable)
   4. Specifications/Terms and Conditions
      i. Insert ITB number where outlined
      ii. Bid bond (optional)
      iii. Performance bond (optional)

   5. Bid Sheet
      i. Insert ITB number where outlined
      ii. Bid Sheet locked down
         a. Bidders should only be allowed to type in specific cells
         b. Lock spreadsheet with the ITB number as the password

K. Buyer reviews ITB Announcement Letter for accuracy and signs
L. Buyer reviews Vendor Reference List and labels to mail Proposal Announcement Letters for accuracy
M. If any changes are necessary, Buyer will return to Staff Assistant for changes
N. Buyer will return to Staff Assistant for posting activities

O. Buyer prints email and other correspondence, meet with Procurement Supervisor for Milestone Review, and update Timeline and Buyer Assignment sheets
P. Staff Assistant will print the final ITB, Bid Sheet (if applicable), and any attachments (if applicable) to PDF
Q. Staff Assistant will post final ITB, Bid Sheet (if applicable), and any attachments (if applicable) to SPB Website
    1. Print out copy of all items attached to SPB website
    2. File according to SOP 1, File Configuration & Maintenance
    3. Date and initial posting

R. Staff Assistant sends ITB Announcement Letter(s) by one of methods below:
    1. By Email
        i. At Buyer's direction
        ii. If Agency provides email addresses for all Vendors on Reference List

    2. By Mail
        i. Make copies and fold
            a. Number of copies to be made is the number of labels on the Vendor Reference List

        ii. Label and stuff envelopes
            a. Use envelopes with SPB code printed on them

        iii. Rubberband the envelopes and place in U.S. Mail basket by 2:45 pm

    3. File Vendor Reference List(s)

S. Staff Assistant creates Bid Log sheet for Front Desk
T. Staff Assistant adds ITB to the Bid Opening calendar for posting at the Front Desk
U. Staff Assistant creates redrope for classification folder and for incoming Bids
    1. Red rope for incoming bids will be taken to the Front Desk Staff Assistant to file once activities have been completed

V. Staff Assistant schedules appropriate conference room for bid opening and invites Buyer(s)

V. ITB Release Date through Bid Opening (ITB Release Checklist – Release ITB)
A. Buyer confirms that all items were posted to SPB website
B. Staff Assistant enters ITB Schedule of Events activities on Outlook calendar and invites Buyer(s)
C. Letter of Intent to Attend Pre-Bid Conference (if required)
    1. Submitted to *asmaterielpurchasing@nebraska.gov*
        i. Front Desk Staff Assistant forwards to appropriate Staff Assistant and copies Buyer(s) and Procurement Supervisor on ITB

    2. Buyer prints and files Intent to Attend Pre-Bid Conference forms
    3. Buyer will forward vendor notices to Agency

D. Questions and Answers
    1. Submitted to *asmaterielpurchasing@nebraska.gov*
        i. Front Desk Staff Assistant forwards to appropriate Staff Assistant and copies Buyer(s) and Procurement Supervisor on ITB

    2. Staff Assistant will enter information into Questions and Answers addenum as questions are received, in the order they were received

   i. Save document within ITB folder
   ii. Questions may be copied and pasted into addendum
   iii. Questions must be entered as they are received
      a. If questions are submitted with gramatical errors, do not revise, except to redact bidder identifying information.

3. Staff Assistant prints and files submitted questions
   i. Staff Assistant will hold submitted questions, until the deadline to submit questions has been reached.

4. When deadline has been reached, Staff Assistant formats Questions and Answers addendum and forwards to Buyer(s)
5. Buyer(s) confirms that all submitted questions are included on addendum
6. Buyer(s) forwards questions to agency for review and provide written responses
7. Buyer(s) reviews agency responses
   i. Buyer(s) may answer questions as to procurement process
   ii. Consults with Procurement Supervisor and Procurement Manager as necessary
   iii. May be required to meet with the Agency to clarify some answers
   iv. May be required to meet with Legal Counsel to clarify some answers

8. Buyer(s) forwards to Staff Assistant for formatting
9. Staff Assistant prepares Questions and Answers addendum for posting, prints and forwards to Buyer(s) for posting approval
10. Following Buyer(s) approval, Staff Assistant posts to SPB website
11. Staff Assistant will print and file posted document
12. Staff Assistant documents posted addendum on Buyer's Solicitation Form (Purple Sheet)

E. Pre-Bid Conference (if required in ITB)
1. Buyer(s) will print copy of ITB and highlight areas of the ITB to review with Bidders
2. Buyer(s) will print and review previously submitted Questions and Answers
   i. Buyer(s) may refer to them to answer Bidder questions

3. Buyer(s) will print "Pre-Bid Attendance Sheet" for registration
4. Buyer(s) will print and have sufficient copies of the "Pre-Bid Conference Questions" form
   i. Form to be handed out at the beginning of the Pre-Bid Conference

Pre-Bid Conference Questions
State of Nebraska
ITB # «ITB_number» OF
«Project_Description»
«Conference_Date»

Company: ____________________
Address: ____________________
City, State, Zip: ____________________
Phone #: ____________ Fax #: ____________
E-Mail Address: ____________________

Oral responses given during the pre-bid conference shall not be binding on the State of Nebraska. Vendors attending the pre-bid conference may submit further questions in addition to the ones submitted by the Invitation to Bid deadline of «First_Questions_Due_Date» but only if written out and given to the State representative at the close of the pre-bid conference or provided to and received by the State Purchasing Bureau by the end of the day «Final_Question_Due_Date» by email as.materielpurchasing@nebraska.gov, fax 402-471-2089 or by delivery to State Purchasing Bureau. The State will then respond to all written questions through an addendum to be placed on the State Purchasing Bureau's website on or before the date shown in the schedule of events.

http://das.nebraska.gov/materiel/purchasing.html

QUESTIONS:

5. Agency representative(s), and Buyer(s) must attend
   a. May be held on site or at SPB, depending on nature of commodity

6. Bidders will sign in using "Pre-Bid Attendance Sheet"
7. Questions asked at Pre-Bid conference may be answered verbally, but are not binding. Bidders must submit written questions for inclusion in Question and Answers addendum.
8. Staff Assistant scans "Pre-Bid Attendance Sheet" for posting, prints and forwards to Buyer(s) for review and posting approval
   i. Save spreadsheet within ITB folder

9. Following Buyer(s) review and approval, Staff Assistant posts to SPB website
10. Staff Assistant will print and file posted document
11. Staff Assistant documents posted form on Buyer's Solicitation Form (Purple Sheet)

F. Other Addenda (if necessary)
   1. Addendum for changes or clarification on ITB or in specifications
      i. Buyer(s) must receive written request or approval for any changes from Agency (email acceptable)
      ii. Buyer(s) will advise Staff Assistant what changes need to be made
      iii. Staff Assistant will prepare addendum for posting, print and forward to Buyer(s) for review and posting approval
      iv. Following Buyer(s) review and approval, Staff Assistant posts to SPB website
      v. Staff Assistant will print and file posted document
      vi. Staff Assistant documents posted addendum on Buyer's Solicitation Form (Purple Sheet)

   2. Addendum for revised Schedule of Events
      i. Buyer(s) must receive written request or approval for any changes from Agency (email acceptable)
      ii. Buyer(s) will advise Staff Assistant what changes need to be made
      iii. Staff Assistant will prepare addendum for posting, print and forward to Buyer(s) for posting approval
         a. Copy Schedule of Events table from boilerplate or previous Schedule of Events
         b. Delete any events already passed
         c. Strikethrough old date and add new date below in red and bold

      iv. Following Buyer(s) approval, Staff Assistant posts to SPB website
      v. Staff Assistant will print and file posted document
      vi. Staff Assistant documents posted addendum on Buyer's Solicitation Form (Purple Sheet)

G. Procurement Supervisor
   1. Works with Buyer(s) throughout addendum processes
   2. Monitors and updates SPB Procurement Tracking System as needed

H. Buyer prints email and other correspondence and meet with Procurement Supervisor for Milestone Review and update Timeline and Buyer Assignment sheets

VI. ITB Opening (ITB Opening Checklist)

A. Receiving Bids

The Front Desk receives all bids. Front Desk Staff Assistant(s) will complete the following upon receiving bids

1. Timestamp the bid immediately upon receipt
2. Mark Bid Number, Opening Date, and Buyer clearly on package
   i. If a bid arrives and is not labeled as a bid, Front Desk Staff will open the bid, indicate the bid number, opening date, and Buyer on the package, then reseal the bid and proceed with receiving.

3. Log receipt into Excel Spreadsheet for the appropriate ITB on G: Drive
   i. Do not indicate if it is a No Bid, a faxed/e-mailed bid, etc.
   ii. Mark on the bid the place in line it was received (1st bid received, write #1 circled on the bid envelope/package)
4. Bids are locked up at all times in bid room, until Bid Opening
   i. File bids in appropriate redrope in two-drawer file
   ii. In the case of a One-Time Purchase ITB:
      a. Print the bid documents and place in an envelope marked with the bid number, opening date, Vendor name and write Faxed or E-mailed on the envelope

5. Bid Envelopes must be sealed
   i. If bid was sent sealed and the seal is breaking, SPB will reseal
   ii. Vendor may purchase materials needed at the U.S. Postal Service in the NSOB

6. Late Bids/Invalid Bids
   i. If the bid or part of a bid arrived at SPB after the Opening Date/time, it is a Late Bid.
   ii. **Late Bids are not given to Buyers**.
   iii. Faxed Bids over $25,000 or on contract
      a. Not accepted
      b. Returned to Vendor with letter (Buyer does not get)
   iv. File a copy of the letter and a copy of the envelope/package in front of Late Bid folder, where locked bids are held
   v. Return to Vendor
      a. Mail the Invalid Bid letter along with bidder's response back to the return address
         1) May be sent via facsimile, if this is how the bid was received

B. Commodity Bid Opening (ITB Opening Checklist)
   1. Front Desk Staff verifies all bids are accounted for
      i. Approximately 1:55 pm, check the Bid Log sheet against the bids in the drawer/cabinet to verify all bids are accounted for
      ii. Make a copy of Bid Log for Buyer

   2. Buyer retrieves all bid packages from Front Desk and a copy of the Bid Log at 2:00 PM CST
   3. Buyer invites attendees into conference room or other designated area
   4. Buyer introduces self
   5. Buyer opens sealed proposal packages one at at a time, announcing bidder's submission
      i. Clarify submission if name on proposal is different from packaging

   6. Buyer removes date/time stamp from the package for each bid and affixes date/time stamp to the original submitted bid (if possible, retain Bidder's Return Address from package)
      i. No one writes on original bid

G. Buyer checks for Proprietary Information, which should be packaged separately and marked by the Vendor on the outside of the package

H. Allow attendees to review bids, excluding Proprietary Information
   1. Buyers must remain vigilant to the location and condition of circulating bids
   2. Attendees may take notes and use own technical equipment, but may not use State copiers to make copies or remove proposals from proposal opening area
   3. If attendees bring in own technical equipment to copy or take pictures/scans of proposals, attendees must complete “Copyright Infringement Acknowledgment Form” located at Front Desk (kept on Bid Opening Suface of classification folder)

Copyright Infringement Acknowledgement Form

Name: ______________________________

Company: ______________________________

Date: ______________________________

Information to be duplicated (Please list RFP or ITB #):

____

____

____

____

____

____

I request to make copies of the above listed information. I understand that I am prohibited from copying anything that is copyrighted, and should I choose to duplicate copyrighted information unlawfully, I hold the State harmless from and indemnify it for any resulting claims or damages of any kind whatsoever.

____
Printed Name of Requestor

____
Signature of Requestor

____
Date

I. Buyer reviews for mandatory requirements (may be completed during or post bid opening)
   1. Signature in ink on ITB
   2. Faxed or e-mailed bids of $25,000 or over are invalid **and are not give to Buyer**
   3. Buyer identifies bid as invalid after bid opening (i.e. not signed), by attaching a piece of paper to front of bid stating why invalid.
   4. Certificate of Insurance (if required)
   5. Bond (if required)
      i. If required, checks for inclusion and conformity (See SOP 9, Bonds)
   6. Check Preferences
      i. Nebraska Vendor
      ii. Disabled Veterans/Enterprise Zones

   7. Confirms that samples were received (if applicable)

J. After all attendees have completed viewing bids, Buyer closes bid opening
K. Proprietary Information
   1. See SOP 47 for additional information
   2. Ensure that the ITB Number is clearly marked on the proprietary information
   3. Submit to Administrative Assistant to log. Administrative Assistant will give to Buyer.

L. Buyer submits Bids to Staff Assistant, within ITB redrope, in alphabetical order
   1. No Bids and Invalid Bids are arranged alphabetically behind all valid bids
   2. Staff Assistant will prepare Bid Tab, according to SOP 18 Bid Tabulation

VII. Bid Tabulation and Review (ITB Bid Tab Checklist)
See SOP 18, Bid Tabulation

VIII. Pre Contract Award Activities (Pre Contract Award Checklist)
A. Award of Bid (Award of Bid Checklist) (if applicable)
See SOP 14, Award of Bid Process
B. Certificate of Insurance (COI Checklist) (if applicable)
See SOP 10, Certification of Insurance
C. Bond (Bond Checklist) (if applicable)
See SOP 9, Bonds
D. Secretary of State (SOS) Registration
SOS Registration is required any time bids are advertised via the SPB's website
   1. Buyer(s) must obtain a copy of the Letter of Good Standing or Certificate of Good Standing from the Bidder
      i. Must be from the Nebraska SOS's Office
         a. Receipt of Letter or Certificate must be dated from the SOS's office within 90 days of Intent to Award

      ii. If Bidder states that they are not required to register with the Nebraska SOS's office, the Bidder must provide in writing the reason as to why they are not required to register
         a. Work with Legal Counsel, whom will review and approve the reason for non-registration (See SOP 49, Working with Legal Counsel)

   2. Letter of Good Standing or Certificate of Good Standing must be filed within classification folder (See SOP 1, File Configuration & Maintenance) See Appendicies V and W
   3. Buyer must obtain a United States Attestation form if Bidder is an Individual or Sole Proprietor
      i. United States Attestion form must be filed within classification folder (See SOP 1, File Configuration & Maintenance) See Appendicies V and W

   4. Initial Contract Award will not move forward until the Bidder has complied with Nebraska SOS Registration or has provided written documentation that explains why the bidder is not required to register and Legal Counsel has approved non-registration

E. Nebraska Contractor Registration Act (if applicable)
   1. If Bidder is a construction contractor, Bidder must provide certificate of registration from the Department of Labor
   2. Certificate of registration is valid for a one year period, as dated on the certificate

F. Exceptions (if applicable)
   1. Buyer will review and confirm that the Agency is agreeable to any exceptions
   2. Buyer will review exceptions with Legal Counsel
   3. Buyer receives approval from Legal Counsel on exceptions
   4. Buyer contacts Bidder, when necessary, to discuss exceptions

G. Buyer Prepares Bid for Award
   1. Confirm Copyrighted & Proprietary pages are clipped
   2. Confirm Proprietary & Copyrighted Statement is included
      i. All copyrighted and proprietary information are included
      ii. If no copyrighted and proprietary information exists, mark none on the form

IX. Initial Contract Award
See SOP 31, Contract Award, Initial Period
Or

X. Purchase Order
See SOP 41, Purchase Order and Change Order

XI. Rejection of all Bids (if necessary) (Reject all Bids Checklist)
An Agency may determine to reject any or all proposals. The Agency must notify SPB in writing that they are requesting all proposal to be rejected, including a justification.

Reject all Bids Justification Form

Requesting Agency: ______________________________ Date: ____________

Bid Number: ____

Description of Bid: ____

____

Reason for Rejection Request: _______________________________

____

____

Buyer's Signature: ______________________________ Date: ____________

Procurement Supervisor's Signature: ____________________ Date: ____________

Procurement Manager's Signature: ______________________ Date: ____________

Materiel Administrator's Signature: _____________________ Date: ____________

A. Agency submits request and justification to reject all bids in writing to SPB
B. Buyer(s) completes and signs Reject all Bids Justification form
C. Buyer(s) forwards Reject all Bids Justification form to Procurement Supervisor to begin the signature process
    1. Procurement Supervisor will forward form to Procurment Manager for signature
    2. Procurement Manager will forward form to Materiel Administrator for signature

D. Buyer(s) receives completed Reject all Bids Justification form with all signatures
E. Buyer(s) provides file and Reject all Bids Justification form to Staff Assistant
F. Staff Assistant generates and saves Rejection of Bids letter
G. Buyer(s) reviews, approves, and returns to Staff Assistant for posting
H. Staff Assistant will post Rejection of Bids letter
I. Staff Assistant will print and file posted document and return file to Buyer(s)
J. Staff Assistant cancels ITB in PFC
K. Buyer(s) will prepare file for records
    See SOP 54, Records Management
    1. Buyer(s) will ensure all documents and emails are included within the file
        i. Ensure all submitted bids are within the file

    2. If ITB will be rebid, the Buyer may hold the ITB in the library as a reference
        i. Must be prepared for Records Management when new ITB is put out for bid

L. If Agency desires rebid, the ITB process will start from beginning
M. Buyer prints email and other correspondence and meet with Procurement Supervisor for Milestone Review and update Timeline and Buyer Assignment sheets

3. *References*

<u>SOPs:</u>
SOP 1, File Configuration & Maintenance
SOP 9, Bonds
SOP 10, Certificate of Insurance
SOP 14, ITB Process, Restrictive
SOP 15, ITB Process, Sole Source
SOP 16, ITB Process, Return Mail
SOP 18, Bid Tabulation
SOP 31, Contract Award, Initial Period
SOP 50, Purchase Order and Change Order
SOP 54, Records Management

<u>Statutes:</u>
Nebraska State Statute 81-161.01

<u>Forms:</u>
Buyer's Solicitation Form (Purple Sheet)
Buyer's Instructional Form (Pink Sheet)
Timeline Form
Specification Comparison Tool form
Schedule of Events
Pre-Bid Attendance Sheet
Copyright Infringement Acknowlegement form
Pre-Bid Conference Questions form
Award of Bid (choose applicable)
Reject All Bids Justification (if applicable)

<u>Checklists:</u>
Commodity Identification
ITB Checklist (all tabs)
Contract Checklist (Pre Contract Award tab) (if applicable)
Purchase Order and Change Order (Purchase Order tab) (if applicable)

<u>Folders:</u>
Grey/green for ITB
Blue for Contract (if applicable) (See SOP 1 for file configuration)
Red for Proprietary/Copyrighted

NEBRASKA Administrative Services Materiel Division	SOP Number & Name:	SOP 14, Award of Bid (AOB) Process
	Revision Number:	Original
	Implementation Date:	12/17/2012
State Purchasing Bureau	Last Reviewed/Update Date:	Revision 6/28/2013; Original 02/13/2013
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Award of Bid Process

NOTE: "Advisor" means "State Procurement Supervisor" within all SOP's. (7.5.2013)

1. Overview

The Award of Bid (AOB) process is used when an Invitation to Bid (ITB) valued at over $25,000 does not result in three (3) or more competitive bids. As stated in Statute 81-154:

If a requisition for personal property exceeds twenty-five thousand dollars and bids cannot be obtained from three bidders, then the standard specifications of the personal property upon which bids are sought shall be reviewed by the materiel division and the using agencies involved. If it is determined by the materiel division, because of the special nature of the personal property sought to be purchased or leased or for any other reason, that the standard specifications should remain as written, bids may be accepted from a fewer number of bidders than three with the approval of the Governor or his or her designated representative.

The Award of Bid (AOB) process is used to review and document why three (3) bids were not received and why that may be acceptable in a particular instance. Reasons may include:

- The ITB was designated a Sole Source procurement (see SOP 16, ITB Process, Sole Source).
- The ITB was a Restrictive procurement (see SOP 15, ITB Process, Restrictive)
- The ITB had specifications written to achieve competition, was properly posted for the specified period of time, and conformed in all ways designed to achieve competition, but vendor submissions were not received or were non-responsive.
- The ITB's specifications, as stated in a Specification Justification memo from the requesting agency, cannot be broadened or expanded without compromising the agency's legitimate needs for specific goods or items.

A Sole Source procurement request is for a product available from only **one** manufacturer and no other distributors or vendors. An agency requesting Sole Source procurement must provide justification that is reviewed and acceptable to State Purchasing Bureau (SPB). The Sole Source agency justification must also address why the specific product is needed and there isn't any other equipment that will meet the needs of the Agency.

A Restrictive procurement request is one that is specific to a particular manufacturer/model but the product may be sourced through multiple distributors. Again, agency justification must be provided and reviewed and be acceptable to SPB. The agency must provide genuine business need explanation as to why that particular item is Restrictive to one manufacturer/model and no other equipment will meet the needs of the agency.

A Bid may be non-responsive if:

- It does not meet or exceed the stated specifications

- It arrived after the stated opening date and time
- It was not signed in ink
- It was $25,000 or above in value and faxed to SPB, instead of arriving in a sealed package

SPB is tasked with the review of specifications to ensure that competition is achievable. All requests for Sole Source or Restrictive purchases must be legitimately explained by the agency and supporting doucmentation provided by the agency. Both the Buyer and Advisor hold responsibility for ensuring the review of specifications and/or justifications is complete and thorough.

In the event of an ITB that was **not** designated as restrictive receiving less than three (3) bids after formal bidding, the Buyer will ask the agency to provide a brief Specification Justification memo to address whether the specifications can be expanded in any way or, if not, why the agency's specifications are tied to specific business needs. This documentation will be included within the Award of Bid form.

A checklist is required for the AOB process, and is to be attached within the classification folder. Items on the checklist are to be marked off, dated, and initialed as tasks are completed. The AOB checklist will also include Milestone Reviews. The required checklist for the Award of Bid process is:

- Award of Bid Checklist

Refer to SOP 1, File Configuration & Maintenance for configuration of the pressboard classification folder for an AOB.

2. *Procedure*

I. Review Specifications
If less than three (3) bids were received, the buyer will need to review the specifications. If the buyer determines that the standard specifications should remain as written, the Buyer may proceed with the AOB process.

Specifications for a Sole Source do not require a review since the justification for a Sole Source has already been reviewed and approved prior to release of the ITB.

II. AOB Forms

A. Buyer selects correct form
- Award of Bid – Contract
  Utilized when the requested commodity contract award has not resulted in three (3) bids

- Award of Bid – Contract, Multiple Award
  Utilized when the requested commodity contract award has both a primary and secondary award and has not resulted in three (3) bids

- Award of Bid – Contract (Sole Source or Restrictive)
  Utilized when the requested commodity contract is based on either an approved Sole Source requisition/justification OR an approved Restrictive requisition/justification

- Award of Bid – Purchase Order
  Utilized when the requested one-time purchase has not resulted in three (3) valid bids

- Award of Bid – Purchase Order (Sole Source or Restrictive)
  Utilized when the requested one-time purchase is based on either an approved Sole Source requisition/justification OR an approved Restrictive requisition/justification

B. The Award of Bid form fields to be completed by the Buyer are:
1. Date
   i. Date the AOB form is completed

2. Requisition Number

3. Quote Number

4. Purchase Order Number
   i. Purchase Order **should not** be generated prior to AOB approval; leave blank
   ii. If Purchase Order was already generated, include Purchase Order number

5. Checkmark all Descriptive choices that may apply on the AOB form:
   i. "The attached items may be purchased with fewer than three bids per 81-154"
   ii. "The attached items are requested for direct purchase by an agency per 81-161.03."
   iii. "Only Known Supplier"
   iv. "Match or Supplement Present"
   v. "Emergency"
   vi. "Repair for Existing"
   vii. "Used Equipment"
   viii. "Justification Attached"

ix. "Other"

6. Agency
   i. Agency for whom contract or purchase order is being established

7. Sole Source or Restrictive
   i. Identify if the ITB was bid as a Sole Source or Restrictive Bid
   ii. Only applies to AOB – Contract (Sole Source or Restrictive) and AOB - Purchase Order (Sole Source or Restrictive)

8. Commodity
   i. Brief description of item(s) to be purchased

9. Primary Vendor
   i. Lowest Responsible Bidder
   ii. Only used on AOB – Contract, Multiple Award

10. Secondary Vendor
    i. Secondary Responsible Bidder
    ii. Only used on AOB – Contract, Multiple Award

11. Vendor
    i. Supplier name as listed on ITB

12. Initial Contract Period
    i. i.e., "one year"
    ii. Not applicable for neither AOBs – Purchase Order

13. Number of Renewal Periods
    i. As stated on ITB
    ii. Not applicable for neither AOBs – Purchase Order

14. Estimated Contract Amount
    i. Estimated value of the contract, including all renewals periods
    ii. Not applicable for neither AOBs – Purchase Order

15. Total Purchase Price (both AOBs - Purchase Order Only)
    i. As indicated on suggested ITB for award

16. Number of Bids Sent Out
    i. Number of Solicitation Letters Mailed (Refer to Buyer's Solicitation Form (Purple Sheet))

17. Number of Bids Received
    i. From Bid Tabulation (if applicable)

18. Number of No Bids Received
    i. From Bid Taulation, if applicable
    ii. Invalid Bids, if any, may be noted for inclusion

19. Justification
    i. Buyer to Insert Justification Comments. If Justification is too long, create a separate word document and attach to AOB. Buyer may copy and paste justification from agency email and put inside quotations. If agency provided a justification memo,

and it is a standalone memo, rather than an email, the document may be labeled Attachment A. If using a separate attachment, the attachment must identify the bid number and be referenced on this form as Attachment A, rather than an email from the agency.

ii. Specification Justification from the agency to document why the specifications cannot be broadened without jeopardizing legitimate agency business needs.

III. Documentation

The following documents need to be attached behind the AOB, in the following order:

A. Copy of Supplier's ITB for anticipated award (sole source only)
B. Copy of Bid Tabulation (if less than 3 bidders)
C. Copy of Agency Recommendation and Specification Justification if labeled Attachment A as standalone document **No Emails**
D. Copy of IT Approval (IT Related)
E. Copy of Buyer's Solicitation Form (Purple Sheet)
F. Copy of Agency Submitted Requisition
G. Copy of Approval Route

IV. Signature Process

A. Buyer signs and dates AOB form

B. Buyer forwards AOB and supporting documents to Advisor for review, approval and initials

C. Advisor forwards AOB and supporting documents to Procurement Manager for review, approval, and initials

D. Procurement Manager forwards AOB and supporting documents to Administrator Materiel Division for review, approval, and signature

E. Administrative Assistant for Materiel Division notifies Director of Administrative Services (Governor's designee) AOB is ready for review and signature (Do not interoffice to Director's Office)

F. Administrative Assistant for Materiel Division will return AOB to Buyer

G. File AOB per SOP 1, File Configuration and Maintenance

V. Continue with Pre Contract Award Activities (Pre Contract Award Checklist)

Refer to SOP 13, Invitation to Bid (ITB) Process for One-Time Purchase or Contract (Commodity)

3. References

State Purchasing Bureau, SOP 1, File Configuration & Maintenance

State Purchasing Bureau, SOP 13, Invitation to Bid (ITB) Process for One-Time Purchase or Contract (Commodity)

SOP 16, ITB Process, Sole Source
SOP 15, ITB Process, Restrictive
Nebraska State Statute 81-154

NEBRASKA Administrative Services Materiel Division	SOP Number:	15
	SOP Name:	Invitation to Bid Process, Restrictive
	Revision Number:	R2
	Implementation Date:	12/17/2012
State Purchasing Bureau (SPB)	Last Reviewed/Update Date:	05/07/2015
SOP Owner: SOP Review Team	Approval:	

Standard Operating Procedure, Invitation to Bid (ITB) Process, Restrictive (Commodity)

1. Overview

Refer to SOP 13, ITB Process for One-Time Purchase or Contract for definition and general overview of the ITB process.

When an Agency requisition arrives electronically at SPB seeking a Restrictive procurement, the agency must provide a justification. The justification is reviewed and approved by SPB prior to issuing an ITB. SPB's set timeframe for Formal ITBs is to be processed within thirty (30) business days.

A Restrictive procurement is one in which a certain unique brand/model is the only one that will meet the needs of the agency, but the manufacturer distributes product through more than one distributor or reseller. Within the justification provided by the Agency, the Agency must provide:

- An explanation of their business need(s)
- Why that particular item(s) is Restrictive to one manufacturer/model
- What is unique about the product that this is the only product that will meet the Agency's need(s)
- Why no other manufacturer/model is suitable for the Agency need(s)

Agencies may confuse Sole Source and Restrictive requests. It is often necessary for the Buyer(s) and the Procurement Supervisor to work through these definitions with the agency. (A Sole Source procurement request is for a product available from only one manufacturer and no other distributors or resellers.)

The Buyer(s) and the Procurement Supervisor should never hesitate to ask the Aagency to describe the agency needs and processes that have led to the Restrictive request. If at all possible, SPB should present options that may meet the agency needs and still result in competitive bids.

Generally, all specifications and requests are to be structured to achieve maximum competition by receiving three (3) or more bid responses. Bid Openings are public openings of ITBs which ensure transparency of the processes surrounding the expenditure of public funds for goods. If an ITB attracts less than three (3) competitive bids it will necessitate an Award of Bid (AOB) Process (see SOP 14, Award of Bid).

Suppliers, Agency representatives and other members of the public often attend bid openings. During bid openings, SPB staff and Agency representatives should take care to avoid actions that may give an unfavorable impression or that may be construed as evidence of favoritism or bias. Courtesy and professionalism are exercised at all times.
If an Agency request is described as being for a Restricted commodity, Agency Justification must be provided, reviewed and approved prior to release of a bid.

The complete Invitation to Bid package consists of the ITB form, the standard Terms and Conditions, any additional Terms and Conditions, the Specifications for the item(s) being procured, and any addenda that relate to the offering, i.e., Questions and Answers.

Leasing a commodity employs the ITB process

Unless otherwise noted within the specifications for a specific ITB, all pricing will be required Free on Board (FOB Destination) – freight prepaid by the vendor to the place of delivery, with title passing to the end user upon delivery of the items

The Agency is encouraged to contact the Procurement Supervisor for help with questions, including but not limited to:

- Elements necessary for justification of Restrictive request
- Tentative Schedule of Events
- Requisition entry in Payroll and Financial Center (PFC)

Restrictive ITB tasks and deadlines will be tracked within the SPB Procurement Tracking System. The deadlines for ITB tasks will not begin for the Buyer(s) until all documents are received from the Agency. Procurement Supervisor responsibilities througout the Restrictive ITB process include:

- Updating SPB Procurement Tracking System
- Assisting Buyer(s) in communicating with Agency
- Assisting Buyer(s) with ITB issues
- Updating Procurement Manager on status and/or potential issues
- Proactive communication with Agency and/or agency stakeholders
- Milestone Reviews

Checklists are required for different areas of the ITB process, and are to be attached under the Timeline Form in the classification folder (Surface 1). Items on the checklist will be dated and initialed as tasks are completed. ITB checklists will also include Milestone Reviews. The required checklists for the ITB Restrictive process are identical to the checklists for SOP 13, ITB Process, One Time Purchase or Contract, with the exception of the ITB Restrictive Checklist. These checklists include:

- Commodity Identification
- ITB Restrictive Review
- ITB Final Review
- ITB Release
- ITB Opening
- ITB Bid Tabulation
- Reject all Bids, if applicable
- Initial Contract Award
- Purchase Order

See References for further information.

2. *Procedure*

I. Commodity Identification (Commodity Identification Checklist)

Upon Agency approval of the requisition, the requisition routes electronically to SPB, with the above documentation attached. The requisition, with attached documents, will be submitted to SPB for approval. If any documentation is missing, the Procurement Supervisor will contact the Agency to attach the missing documents.

A. Staff Assistant receives commodity requisition through the PFC.
B. Staff Assistant prints and files the following documents:
   1. Requisition
   2. Approval Route
   3. Draft of specifications
   4. Tentative Schedule of Events
   5. ITB Attachments, as applicable, including but not limited to:
      i. Specification Comparison Tool form
      ii. TSB approval – in approval route (if vehicle related)
      iii. OCIO approval (if IT related)
      iv. Other approvals – ie. Exceptions (if Special Commodity related)
      v. Copy of GSA supporting documentation (if applicable)
      vi. Restrictive Justification
      vii. Testing Protocol for Samples (if applicable)
      viii. Bid Sheet (if applicable)

   6. Vendor Reference List
   7. Most recent copy of grant (if applicable)

C. Staff Assistant forwards file to the Procurement Supervisor
D. Procurement Supervisor reviews requisition and documentation as printed and filed by Staff Assistant
E. Procurement Supervisor assigns to Buyer(s)
   1. Procurement Supervisors are assigned specific commodities for which they are the primary point of contact, but ITB processing may cross those assignments.
      i. Procurement Supervisor works to ensure good communication between SPB teams and Agencies.

II. ITB Initial Review (ITB Restrictive Review Checklist – Buyer Process)

A. Procurement Supervisor enters the requisition arrival date into the SPB Procurement Tracking System and creates the initative within the electronic system.
B. Procurement Supervisor and Buyer(s) each create a folder in their Outlook e-mail
   1. E-mail correspondence received regarding this ITB shall be placed in this folder

C. Buyer(s) saves a copy of the Draft Specifications and any other documents that may be posted with the ITB to G:\Purchasing\Commodities.
   1. Create a new file
      i. Name using Requisition number, brief description of the commodity, and Buyer's initials
      ii. Example: 123444 Widgets MM

D. Following the Initial Review, the Procurement Supervisor updates the SPB Procurement Tracking System to reflect the agreed-upon Completion Goal dates
E. If further documentation or information is needed, the Procurement Supervisor and Buyer(s) work with Agency

III. ITB Restrictive Review (ITB Restrictive Review Checklist – Pre-Work)

The initial review is completed by the Buyer(s) and reports any issues to the Procurement Supervisor. Buyer is to communicate with Agency as neccessary.

Note: Any draft of the Specification, Bid Sheet(s) Schedules, Attachments, etc. (other than the originals submitted with the Requisition) may be held in a separate manila folder or electronic folder on the (G:) drive, labeled "Working Documents," and is withheld for Public Record Requests. The Buyer(s) must also write "Working Document" on the first page of the document. This folder is to be recycled when the Buyer(s) forwards the file for contract signatures.

A. Agency Justification for Restrictive Bid (submitted by the Agency with the Requisition)
   1. Requisition must state the exact item(s) the Agency is seeking to purchase as a Restrictive purchase
      i. If items are not an exact description on the requisition, Buyer(s) will need to contact the Agency to revise the requisition
         a. Example: motor vs. exact model or part number

   2. Justification must state why no other brand/model is acceptable to meet the Agency's needs
      i. It is not enough for an agency to "like" a specific brand or model; the justification must meet a higher standard than simply satisfaction with an existing brand/model
      ii. Agency needs to explain what is unique about the product and why no other product will meet the agency needs
      iii. Buyer will need to request written clarification from the Agency if the Justification is not clear for the need of a Restrictive purchase

B. Draft of Specifications
   1. Buyer(s) and Procurement Supervisor review for completeness and ability for maximum competition to provide requested commodities
   2. Buyer(s) works with Agency to resolve questions and/or review requested changes
   3. The function of specifications is to provide a basis for obtaining a commodity that will satisfy a particular need at an economical cost. Specifications should identify requirements in a clear and accurate manner
   4. The following sections should be considered on specifications for an ITB – Contract:
      i. Scope
      ii. Non-compliance Statement
      iii. Rights
      iv. Secretary of State registration
      v. Award
      vi. Amendment
      vii. Revisions
      viii. Assignment of Contract
      ix. Breach of Contract
      x. Termination
      xi. Taxes
      xii. Prices (if not using Core and Catalog)
      xiii. Core and Catalog Lists
      xiv. Quality
      xv. Gray Market Products Prohibition (optional)
      xvi. Authorized Dealer and Warranty (optional)
      xvii. Motor Vehicle Industries Regulation Act (for all licensed motor vehicles)

xviii. Warranty (optional)
xix. Substitutions
xx. Annual Usage
xxi. Delivery
xxii. Orders
xxiii. Packaging (optional)
xxiv. Payment
xxv. Political Sub-divisions
xxvi. Acceptable Brands
xxvii. Usage Report
xxviii. Recycled Content
xxix. Energy Star Products (optional)
xxx. Performance Testing (optional)
xxxi. Sample(s) (optional)
xxxii. Life-cycle Cost (if applicable)
xxxiii. References
xxxiv. Customer Service
xxxv. Bidder Instructions
xxxvi. Material Specifications

5. The following sections should be considered on specifications for an ITB – One Time Purchase:
   i. Scope
   ii. Non-compliance Statement
   iii. Rights
   iv. Secretary of State Registration
   v. Award
   vi. Amendment
   vii. Assignment of Contract
   viii. Breach of Contract
   ix. Taxes
   x. Prices
   xi. Quality
   xii. Gray Market Products Prohibition (optional)
   xiii. Authorized Dealer and Warranty (optional)
   xiv. Motor Vehicle Industries Regulation Act (for all licensed motor vehicles)
   xv. Warranty (optional)
   xvi. Substitutions
   xvii. Delivery
   xviii. Orders
   xix. Packaging (optional)
   xx. Payment
   xxi. Recycled Content
   xxii. References
   xxiii. Political Sub-divisions
   xxiv. Acceptable Brands
   xxv. Energy Star Products (optional)
   xxvi. Performance Testing (optional)
   xxvii. Sample(s) (optional)
   xxviii. Life-cycle Cost (if applicable)
   xxix. Bidder Instructions
   xxx. Material Specifications

C. Unit of Measure (UOM)

1. Review for correct UOM in regard to cost and/or item(s) ordered

D. Schedule of Events

The Buyer(s) (and Procurement Supervisor) will work with the Agency to determine exact dates for the ITB Schedule of Events. Schedule of Events dates will need to be updated in the SPB Procurement Tracking System. The Schedule of Events may be amended after the ITB is posted publicly.The suggested dates listed below are not mandatory, but provide a guideline to follow. Complex ITBs may require additional days between events.

An ITB for a one-time purchase or contract requires a minimum of fifteen (15) calendar days between release and opening, per statute 81-161.01, unless otherwise approved by SBP Procurement Manager.

1. Release Invitation to Bid
   i. Date ITB posted publicly on SPB Website

2. Last day to submit Notification of Intent to Attend Pre-Bid Conference (if applicable)
   i. Allows Agency and SPB to know how many Vendors will be in attendance for planning purposes
   ii. Minimum seven (7) days after release of ITB

3. Last Day to Submit Written Questions
   i. Vendors submit written questions related to ITB
   ii. Minimum seven (7) days after release of ITB, if no Pre-Bid Conference is held

4. Pre Bid Conference (if applicable)
   i. Conference where Agency, SPB, and Vendors discuss ITB
   ii. Conference attendance may be mandatory or optional as per ITB instructions
   iii. Only written questions will have binding answers
   iv. Recommended for site visits
   v. Minimum ten (10) days after release of ITB

5. Last day to submit written questions after Pre-Bid Conference (required if Pre-Bid Conference occurred)
   i. Written questions received following Pre-Bid Conference
   ii. Minimum one (1) day after Pre-Bid Conference

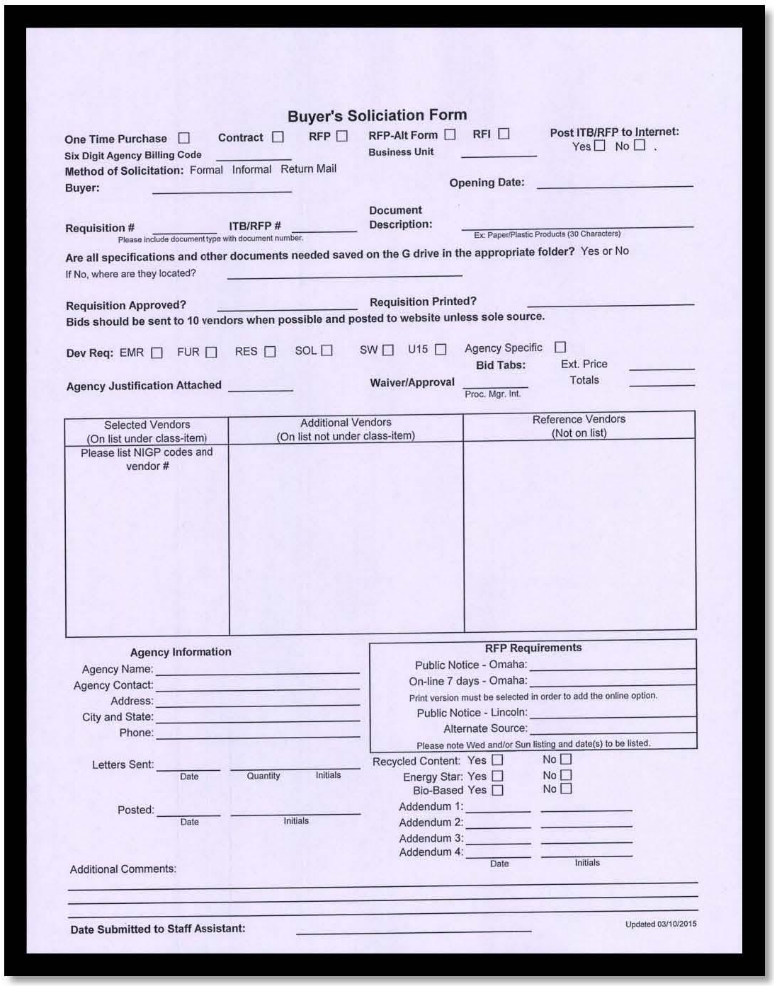
6. State responds to written questions through Invitation to Bid “Addendum” and/or “Amendment”
   i. Questions are forwarded to Agency for response
   ii. Buyer(s) (and Procurement Supervisor) review answers
   iii. Agency needs to allow a minimum of one to three (1-3) days for SPB responses
   iv. Minimum of one to two (1-2) days after receipt of questions

7. Bid Opening
   i. Date and time proposals publicly opened
   ii. Open to Agency, bidders, and public
   iii. Required minimum of ten to fifteen (10-15) days after release date

E. Draft of Bid Sheet, ITB Attachments, and Special Conditions, if applicable
1. Buyer(s) (and Procurement Supervisor) review for completeness and coherence
2. Buyer(s) works with Agency to resolve questions

F. Buyer compiles Vendor Reference List
   1. Include Vendors provided from Agency
   2. Include incumbent contractor (if applicable, unless suspended)
   3. Search PFC for additional Vendors, by NIGP code
   4. Minimum of ten (10) Vendors recommended

G. Buyer(s) sends all final drafts to the Agency for review. The Buyer(s) may not proceed until the Agency has reviewed and approved all final changes.
H. Buyer(s) completes the Buyer's Solicitation Form (Purple Sheet)


Buyer's Soliciation Form

One Time Purchase ☐ Contract ☐ RFP ☐ RFP-Alt Form ☐ RFI ☐ Post ITB/RFP to Internet: Yes ☐ No ☐ .
Six Digit Agency Billing Code ________ Business Unit ________
Method of Solicitation: Formal Informal Return Mail
Buyer: ________ Opening Date: ________
Requisition # ________ ITB/RFP # ________ Document Description: ________
Please include document type with document number. Ex: Paper/Plastic Products (30 Characters)
Are all specifications and other documents needed saved on the G drive in the appropriate folder? Yes or No
If No, where are they located? ________
Requisition Approved? ________ Requisition Printed? ________
Bids should be sent to 10 vendors when possible and posted to website unless sole source.
Dev Req: EMR ☐ FUR ☐ RES ☐ SOL ☐ SW ☐ U15 ☐ Agency Specific ☐
Bid Tabs: Ext. Price ________ Totals ________
Agency Justification Attached ________ Waiver/Approval ________ Proc. Mgr. Int.

Selected Vendors (On list under class-item)	Additional Vendors (On list not under class-item)	Reference Vendors (Not on list)
Please list NIGP codes and vendor #		

Agency Information
Agency Name: ________
Agency Contact: ________
Address: ________
City and State: ________
Phone: ________
Letters Sent: ________ Date ________ Quantity Initials
Posted: ________ Date ________ Initials

RFP Requirements
Public Notice - Omaha: ________
On-line 7 days - Omaha: ________
Print version must be selected in order to add the online option.
Public Notice - Lincoln: ________
Alternate Source: ________
Please note Wed and/or Sun listing and date(s) to be listed.
Recycled Content: Yes ☐ No ☐
Energy Star: Yes ☐ No ☐
Bio-Based Yes ☐ No ☐
Addendum 1: ________ ________
Addendum 2: ________ ________
Addendum 3: ________ ________
Addendum 4: ________ ________
Date Initials

Additional Comments:
Date Submitted to Staff Assistant: ________
Updated 03/10/2015

1. Select a procurement event:
   i. One Time Purchase
   ii. Contract
   iii. RFP (not applicable)
   iv. RFP-Alt Form (not applicable)
   v. RFI (not applicable)

2. Six Digit Agency Billing Code (not applicable)
3. Business Unit (not applicable)
4. Post ITB to Internet
    i. Select Yes or No
        a. All ITB's need to be posted to the SPB website unless sole source.

5. Method of Solicitation
    i. Circle Formal

6. Buyer
    i. Enter the name of the Buyer assigned

7. Opening Date
    i. Enter the Opening Date (the date ITB is to be received and opened)

8. Requisition Number
    i. Enter the number of the Requisition from PFC

9. Document Description
    i. Enter a brief description of the commodity
    ii. Limited to thirty (30) characters in PFC

10. Are all specifications and other documents needed saved on the (G:) drive in the appropriate folder?
    i. Select Yes or No
    ii. All documents must be located on the (G:) drive, unless deemed otherwise and approved by Procurement Supervisor and Procurement Manager
    iii. If No, enter location where documents are stored

11. Requisition Approved
    i. Date Requisition Approved
    ii. Initials of Approver (See Approval Route)

12. Requisition Printed
    i. Date Requisition Printed

13. Dev Req (Deviated Requisition)
    i. Select applicable:
        a. EMR – Emergency
        b. FUR – Furniture
        c. RES – Restricted
        d. SOL – Sole Source
        e. SW – Statewide
        f. U15 – Bid under 15 days
        g. Agency Specific

14. Bid Tabs
    i. Extended Price
        a. Enter Yes or No

    ii. Totals
        a. Enter Yes or No

15. Agency Justification Attached

i. Enter Yes, No, or N/A
ii. Justification is required on any bid that does not have a Dev Req of SW
iii. Justification must be approved by Procurement Supervisior prior to routing to Staff Assistant

16. Selected Vendors**
    i. Enter NIGP codes used in quote
    ii. Enter Vendor name and Address Book number

17. Additional Vendors** (Have Address Book number but not associated NIGP code)
    i. Enter Vendor name and Address Book number

18. Reference Vendors**
    i. Enter names and addresses of Vendors not listed in PFC

** Note: Incumbent Contractor(s) must be included in one of the above Vendor Lists, if applicable and not suspended.

19. Agency Information
    i. Enter the contact information for the Agency

20. RFP Requirements (not applicable)
21. Recycled Content
    i. Select Yes or No
    ii. If specifications identify there is recycled or post-consumer content

22. Energy Star
    i. Select Yes or No
    ii. If specifications identify an Energy Star rating

23. Bio-Based
    i. Select Yes or No
    ii. If specifications identify there is Bio-Based content

24. Additional Comments
    i. Enter any additional instructions for Staff Assistant

I. Buyer compiles documents within the classification folder, per SOP 1, File Configuration & Maintenance (Documents to remain within file structure)
   1. Purple Sheet
      i. Affix “Sign Here” flag at “Waiver/Approval”

   2. Justification and any other submitted documentation
   3. Requested Clarification (if needed)

J. Buyer will transfer file to Procurement Supervisor for approval
   1. Procurement Supervisor will initial “Waiver/Approval” to notate approval
   2. Procurement Supervisor will route Justification to Procurement Manager for approval
   3. Buyer and Procurement Supervisor will also meet for Milestone Review
      i. Buyer will print and file e-mail and all other correspondence and update Timeline and Buyer Assignement sheets

K. Date Submitted to Staff Assistant

1. Enter the date document was routed to Staff Assistant

L. Following Procurement Supervisor approval, Buyer will transfer the file to Staff Assistant for Pre-Release Activities
   1. Buyer will place any further revisions to the electronic files on top of the classification folder

M. Staff Assistant completes the following items on the Buyer's Solicitation Form (Purple Sheet)
   1. ITB/RFP #
      i. Enter the ITB number

   2. Letters Sent
      i. Enter the date and quantity of letters mailed and initial

   3. Posted
      i. Enter date posted to SPB website and initial

   4. Addendum 1, 2, 3, … etc.
      i. Initial and date when Addenda are posted to SPB website

   5. Date Staff Assistant Received
      i. Enter the date the documents were received

IV. ITB Pre-Release Activities (ITB Final Review Checklist – Staff Assistant Process)

A. Allow Staff Assistant one (1) business day to complete Pre-Release Activities (when an ITB is given to the Staff Assistant after 12:00 PM, Staff Assistant may process the ITB the next business day)

B. Staff Assistant generates ITB number in PFC
   1. All detail lines as noted on the requisition generated within the ITB
   2. Print on correct form
      i. Invitation to Bid – One Time Purchase
      ii. Invitation to Bid – Contract

C. Staff Assistant Creates a folder in their e-mail
   1. E-mail correspondence received regarding this ITB must be placed in this folder

D. Staff Assistant Renames ITB folder at G:\Purchasing\Commodities
   1. Remove Requisition number and replace with ITB number

E. Staff Assistant completes and formats ITB bid documents using the documents submitted by Buyer(s) and/or documents saved in the ITB folder, as per Buyer's instructions.
   Staff Assistant will fill in any highlighted areas in each section of the documents asappropriate. If unsure of any information, they are to ask the Buyer(s) for clarification.
   1. Invitation to Bid
      i. Dates match in the header of ITB
      ii. Required lines of requisition were generated into ITB
      iii. Lines added to ITB (if required)

   2. Schedule of Events is complete
      i. Insert ITB number where outlined
      ii. Insert dates

   3. Special Conditions (if applicable)
   4. Specifications

        i. Insert ITB number where outlined
        i. Bid Bond (optional)
        ii. Performance Bond (optional)

5. Bid Sheet(s)
    i. Insert ITB number where outlined
    ii. Bid Sheet locked down
        a. Bidders should only be allowed to type in specific cells
        b. Lock spreadsheet with the ITB number as the password

6. Any other changes noted by the Buyer(s)

F. Staff Assistant Prepares ITB Announcement Letter
1. Refer to Buyer's Solicitation Form (Purple Sheet) for required information
2. Save and print

G. Staff Assistant creates Vendor Reference List and labels to mail Bid Announcement Letters
1. May be created within PFC
2. May be created within a Word document, if not in PFC
3. Refer to Buyer's Solicitation Form (Purple Sheet) for required information
4. Save a copy within the commodity folder
5. Print on label paper
6. Make a copy of the Vendor Reference List on copy paper

H. Staff Assistant will place the following items, in the following order, on top of the classification folder
1. Solicitation Letter
2. Copy of ITB
3. Schedule of Events
4. Specifications/Terms and Conditions
5. Bid Sheets (if applicable)
6. Attachments (if applicable)
7. Reference List abels
8. Copy of Vendor Reference List
9. Any draft documents provided by the Buyer(s)

I. Staff Assistant transfers file to Buyer(s) for review and approval

J. Buyer(s) reviews ITB Documents received for accuracy
1. Invitation to Bid
    i. ITB Printed on correct form
        a. Invitation to Bid – One Time Purchase
        b. Invitation to Bid – Contract

    ii. Dates match in the header of ITB
    iii. Required lines of requisition were generated into ITB
    iv. Lines added to ITB (if required)

2. Schedule of Events is complete
    i. Insert ITB number where outlined
    ii. Insert dates

3. Special Conditions (if applicable)
4. Specifications
    i. Insert quote number where outlined
    ii. Bid Bond (optional)

iii. Performance Bond (optional)

5. Bid Sheet(s)
   i. Insert ITB number where outlined
   ii. Bid Sheet locked down
      a. Bidders should only be allowed to type in specific cells
      b. Lock spreadsheet with the ITB number as the password

K. Buyer reviews ITB Announcement Letter for accuracy and signs
L. Buyer reviews Vendor Reference List and labels to mail Proposal Announcement Letters for accuracy
M. If any changes are necessary, Buyer will return to Staff Assistant for changes
N. Buyer will return to Staff Assistant for posting activities
O. Buyer prints email and other correspondence and meet with Procurement Supervisor for Milestone Review and update Timeline and Buyer Assignment sheets
P. Staff Assistant will print the final ITB, Bid Sheet(s) (if applicable), and any attachments (if applicable) to PDF
Q. Staff Assistant will post final ITB, Bid Sheet(s) (if applicable), and any attachments (if applicable) to SPB Website
   1. Print out copy of all items posted to SPB website
   2. File according to SOP 1, File Configuration & Maintenance
   3. Date and initial posting according to SOP 5, Buyer's Solicitation Form (Purple Sheet)

R. Staff Assistant sends ITB Announcement Letter(s) by one of methods below:
   1. By Email
      a. At Buyer's direction
      b. If Agency provides email addresses for all Vendors on Reference List

   2. By Mail
      a. Make copies and fold
         i. Number of copies to be made is the number of labels on the Vendor Reference List

      b. Label and stuff envelopes
         i. Use envelopes with SPB code printed on them

      c. Rubberband the envelopes and place in U.S. Mail basket by 2:45 pm

   3. File Vendor Reference List(s)

S. Staff Assistant creates Bid Log sheet for Front Desk
T. Staff Assistant adds ITB to the Bid Opening Calendar for posting at the Front Desk
U. Staff Assistant creates red rope for classification folder and for incoming Bids
   1. Redrope for incoming Bids will be taken to the Front Desk Staff Assistant to file once all above activities have been completed

V. Staff Assistant schedules conference room for bid opening and invites Buyer(s)

V. ITB Release Date Through Bid Opening (ITB Release Checklist)
   A. Buyer confirms that all items were posted to SPB website
   B. Staff Assistant enters ITB Schedule of Events activities on Outlook calendar and invites Buyer(s)
   C. Letter of Intent to Attend Pre-Bid Conference (if required)
      1. Submitted to *asmaterielpurchasing@nebraska.gov*

i. Front Desk Staff Assistant forwards to appropriate Staff Assistant and copies Buyer(s) and Procurement Supervisor on ITB

2. Buyer prints and files Intent to Attend Pre-Bid Conference forms
3. Buyer will forward received vendor notices to Agency

D. Questions and Answers
1. Submitted to *asmaterielpurchasing@nebraska.gov*
   i. Front Desk Staff Assistant forwards to appropriate Staff Assistant and copies Buyer(s) and Procurement Supervisor on ITB

2. Staff Assistant will enter information into Questions and Answers addendum as questions are received, in the order they were received
   i. Save document within ITB folder
   ii. Questions may be copied and pasted into addendum
   iii. Questions must be entered as they are received
      a. If questions are submitted with gramatical errors, do not revise, except to redact Bidder identifying information.

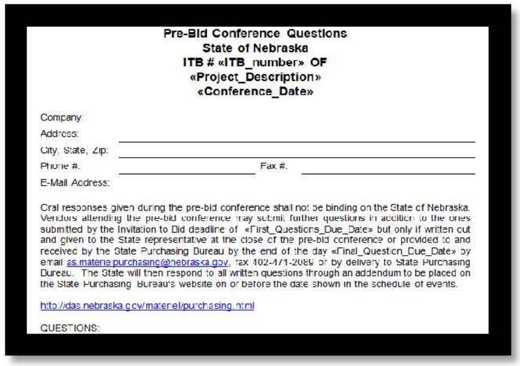
3. Staff Assistant prints and files submitted questions
   i. Staff Assistant will hold submitted questions until the deadline to submit questions has been reached.

4. When deadline has been reached, Staff Assistant formats Questions and Answers addendum and forwards to Buyer(s)
5. Buyer(s) confirms that all submitted questions are included on addendum
6. Buyer(s) forwards questions to agency for review and provide written responses
7. Buyer(s) reviews agency responses
   i. Consults with Procurement Supervisor and Procurement Manager as necessary
   ii. May be required to meet with the Agency to clarify some answers
   iii. May be required to meet with Legal Counsel to clarify some answers

8. Buyer forwards to Staff Assistant for formatting
9. Staff Assistant prepares Questions and Answers addendum for posting, prints and forwards to Buyer(s) for posting approval
10. Following Buyer(s) approval, Staff Assistant posts to SPB website
11. Staff Assistant will print and file posted document
12. Staff Assistant documents posted Addendum on Buyer's Solicitation Form (Purple Sheet)

E. Pre-Bid Conference (if requested in ITB)
1. Buyer(s) will print copy of ITB and highlight areas of the ITB to review with Vendors
2. Buyer(s) will print and review previously submitted Questions and Answers
   i. Buyer(s) may refer to them to answer Vendor questions

3. Buyer will print "Pre-Bid Attendance Sheet" for registration
4. Buyer(s) will print and have sufficient copies of the "Pre-Bid Conference Questions" form
   i. Form to be handed out at the beginning of the Pre-Bid Conference


Pre-Bid Conference Questions
State of Nebraska
ITB # «ITB_number» OF
«Project_Description»
«Conference_Date»

Company:
Address:
City, State, Zip:
Phone #: Fax #:
E-Mail Address:

Oral responses given during the pre-bid conference shall not be binding on the State of Nebraska. Vendors attending the pre-bid conference may submit further questions in addition to the ones submitted by the Invitation to Bid deadline of «First_Questions_Due_Date» but only if written out and given to the State representative at the close of the pre-bid conference or provided to and received by the State Purchasing Bureau by the end of the day «Final_Question_Due_Date» by email as.materielpurchasing@nebraska.gov, fax 402-471-2089 or by delivery to State Purchasing Bureau. The State will then respond to all written questions through an addendum to be placed on the State Purchasing Bureau's website on or before the date shown in the schedule of events.

http://das.nebraska.gov/materiel/purchasing.html

QUESTIONS:

5. Agency representative(s) and Buyer(s) must attend
   a. May be held on site or at SPB, depending on nature of commodity

6. May be held on site or at SPB, depending on nature of commodity
7. Bidders will sign in using "Pre-Bid Attendance Sheet"
8. Questions asked at Pre-Bid conference may be answered verbally, but are not binding. Bidder must submit written questions for inclusion in Questions and Answers addendum
9. Staff Assistant scans "Pre-Bid Attendance Sheet" for posting, prints and forwards to Buyer(s) for review and posting approval
   i. Save spreadsheet within ITB folder

10. Following Buyer(s) review and approval, Staff Assistant posts to SPB website
11. Staff Assistant will print and file posted document
12. Staff Assistant documents posted form on Buyer's Solicitation Form (Purple Sheet)

F. Other Addenda (if necessary)
1. Addendum for Changes or Clarification on ITB or in Specifications
   i. Buyer(s) must receive a written request or approval for any changes from Agency (email acceptable)
   ii. Buyer(s) will advise Staff Assistant what changes need to be made
   iii. Staff Assistant will prepare addendum for posting, print and forward to Buyer(s) for review and posting approval
   iv. Following Buyer(s) review and approval, Staff Assistant posts to SPB website
   v. Staff Assistant will print and file posted document
   vi. Staff Assistant documents posted addendum on Buyer's Solicitation Form (Purple Sheet)

2. Addendum for Revised Schedule of Events
   i. Buyer(s) must receive written request or approval for any changes from Agency (email acceptable)
   ii. Buyer(s) will advise Staff Assistant what changes need to be made
   iii. Staff Assistant will prepare addendum for posting, print and forward to Buyer(s) for posting approval
      a. Copy Schedule of Events table from boilerplate or previous Schedule of Events
      b. Delete any events already passed
      c. Strikethrough old date and add new date below in red and bold

   iv. Following Buyer(s) approval, Staff Assistant posts to SPB website
   v. Staff Assistant will print and file posted document

vi. Staff Assistant documents posted addendum on Buyer's Solicitation Form (Purple Sheet)

G. Procurement Supervisor
1. Works with Buyer(s) throughout Addendum processes
2. Monitors and updates SPB Procurement Tracking System as needed

H. Buyer prints email and other correspondence and meets with Procurement Supervisor for Milestone Review and update Timeline and Buyer Assignment sheets

VI. ITB Opening (ITB Opening Checklist)

A. Receiving Bids

The Front Desk receives all bids. Front Desk Staff Assistant(s) will complete the following upon receiving bids

1. Timestamp the bid immediately upon receipt
2. Mark Bid Number, Opening Date, and Buyer clearly on package
    i. If a bid arrives and is not labeled as a bid, Front Desk Staff will open the bid, indicate the bid number, opening date, and Buyer on the package, then reseal the bid and proceed with receiving.

3. Log receipt into Excel Spreadsheet for the appropriate ITB on G: Drive
    i. Do not indicate if it is a No Bid, a faxed/e-mailed bid, etc.
    ii. Mark on the bid the place in line it was received (1st bid received, write #1 circled on the bid envelope/package)
4. Bids are locked up at all times in bid room, until Bid Opening
    i. File bids in appropriate redrope in two-drawer file
    ii. In the case of a One-Time Purchase ITB only
        i. Print the bid documents and place in an envelope marked with the bid number, opening date, Vendor name and write Faxed or E-mailed on the envelope

5. Bid Envelopes must be sealed
    i. If bid was sent sealed and the seal is breaking, SPB will reseal
    ii. Vendor may purchase materials needed at the U.S. Postal Service in the NSOB

6. Late Bids
    i. If the bid or part of a bid arrived at SPB after the Opening Date/time, it is a Late Bid.
    ii. **Late Bids are not given to Buyers**.
    iii. Faxed bids over $25,000 or on contact
        a. Not accepted
        b. Returned to Vendor with letter (Buyer does not get)
    iv. File a copy of the letter and a copy of the envelope/package in front of Late Bid folder, where locked bids are held
    v. Return to Vendor
        a. Mail the Invalid Bid letter along with suppliers bid back to the return address
            1) May be sent via facsimile, if this is how it was received

B. Commodity Bid Opening (ITB Opening Checklist)
  1. Front Desk Staff verifies all bids are accounted for
      i. Approximately 1:55 pm, check the Bid Log sheet against the bids in the drawer/cabinet to verify all bids are accounted for
      ii. Make a copy of Bid Log for Buyer

  2. Buyer retrieves all bid packages from Front Desk and a copy of the Bid Log at 2:00 PM CST

  3. Buyer invites attendees into conference room or other designated area
  4. Buyer introduces self
  5. Buyer opens sealed proposal packages one at at a time, announcing supplier's submission
      i. Clarify submission if name on proposal is different from packaging

  6. Buyer removes date/time stamp from the package for each bid and affixes date/time stamp to the original submitted bid
      i. No one writes on original bid

G. Buyer checks for Proprietary Information, which should be packaged separately and marked by the Vendor on the outside of the package
H. Allow attendees to review bids, excluding Proprietary Information
  1. Buyers must remain vigilant to the location and condition of circulating proposals
  2. Attendees may take notes and use own technical equipment, but may not use State copiers to make copies or remove proposals from proposal opening area
  3. If attendees bring in own technical equipment to copy or take pictures/scans of proposals, have attendees complete "Copyright Infringement Acknowledgment Form" located at Front Desk

Copyright Infringement Acknowledgement Form

Name: ______________________________

Company: ______________________________

Date: ______________________________

Information to be duplicated (Please list RFP or ITB #):

____

____

____

____

____

____

I request to make copies of the above listed information. I understand that I am prohibited from copying anything that is copyrighted, and should I choose to duplicate copyrighted information unlawfully, I hold the State harmless from and indemnify it for any resulting claims or damages of any kind whatsoever.

____

Printed Name of Requestor

____

Signature of Requestor

____

Date

I. Buyer reviews for mandatory requirements (may be completed during or post bid opening)
   1. Signature in ink on ITB
   2. Faxed or e-mailed bids of $25,000 or over are invalid **and are not give to Buyer**
   3. Buyer indentifies bid as invalid after bid opening (i.e. not signed), by attatching a piece of paper to front of bid stating why invalid.
   4. Certificate of Insurance (if required)
   5. Bond (if required)
      i. If required, checks for inclusion and conformity (See SOP 9, Bonds)

   6. Confirms that samples were received (if applicable)

J. After all attendees have completed viewing bids, Buyer closes bid opening

K. Proprietary Information
   1. See SOP 47 for additional information
   2. Ensure that the ITB Number is clearly marked on the proprietary information
   3. Submit to Administrative Assistant

L. Buyer submits Bids to Staff Assistant, within ITB redrope, in alphabetical order
   1. No Bids and Invalid Bids are arranged alphabetically behind all valid bids
   2. Staff Assistant will prepare Bid Tab, according to SOP 18 Bid Tabulation

VII. ITB Bid Tabulation and Review (ITB Bid Tab Checklist)
See SOP 18, Bid Tabulation

VIII. Pre Contract Award Activities (Pre Contract Award Checklist)

A. Award of Bid (Award of Bid Checklist) (if applicable)
   See Sop 14, Award of Bid Process
B. Certificate of Insurance (COI Checklist) (if applicable)
   See SOP 10, Certification of Insurance
C. Bond (Bond Checklist) (if applicable)
   See SOP 9, Bonds
D. Secretary of State (SOS) Registration
   SOS Registration is required any time bids are advertised via the SPB's website
   1. Buyer(s) must obtain a copy of the Letter of Good Standing or Certificate of Good Standing from the Bidder
      i. Must be from the Nebraska SOS's Office
         a. Receipt of Letter or Certificate must be dated from the SOS's office 90 days of Intent to Award
      ii. If Bidder states that they are not required to register with the Nebraska SOS's office, the Bidder must provide in writing the reason as to why they are not required to register
         a. Work with Legal Counsel, whom will review and approve the reason for non-registration (See SOP 49, Working with Legal Counsel)
   2. Letter of Good Standing or Certificate of Good Standing must be filed within classification folder (See SOP 1, File Configuration & Maintenance) See Appendicies V and W
   3. Initial Contract Award will not move forward until the Bidder has complied with Nebraska SOS Registration or has provided written documentation that explains why the Vendor is not required to register and Legal Counsel has approved non-registration
E. Nebraska Contractor Registration Act (if applicable)
   1. If Bidder is a construction contractor, Bidder must provide certificate of registration from the Department of Labor
   2. Certificate of registration is valid for a one year period, as dated on the certificate
F. Exceptions (if applicable)
   1. Buyer will review and confirm that the Agency is agreeable to any exceptions
   2. Buyer will review exceptions with Legal Counsel
   3. Buyer receives approval from Legal Counsel on exceptions
   4. Buyer contacts Bidder, when necessary, to discuss exceptions
G. Buyer Prepares Bid for Award
   1. Confirm Copyrighted & Proprietary pages are clipped
   2. Confirm Proprietary & Copyrighted Statement is included
      i. All copyrighted and proprietary information are included
      ii. If no copyrighted and proprietary information exists, mark none on the form

IX. Initial Contract Award
See SOP 31, Contract Award, Initial Period
Or

X. Purchase Order
See SOP 41, Purchase Order and Change Order

XI. Rejection of all Bids (Reject all Bids Checklist)
An Agency may determine to reject all bids for different reasons. Regardless of the reason, the Agency must notify SPB in writing that they are requesting all bids to be rejected, as well as justification.

Reject all Bids Justification Form

Requesting Agency: ______________________ Date: __________

Bid Number: ______________________

Description of Bid: ______________________

____

Reason for Rejection Request: ______________________

____

____

Buyer's Signature: ______________________ Date: __________

Procurement Supervisor's Signature: ______________________ Date: __________

Procurement Manager's Signature: ______________________ Date: __________

Materiel Administrator's Signature: ______________________ Date: __________

A. Agency submits request and justification to reject all bids in writing to SPB
B. Buyer(s) completes and signs Reject all Bids Justification form
C. Buyer(s) forwards Reject all Bids Justification form to Procurement Supervisor to begin the signature process
    1. Procurement Supervisor will forward form to Procurment Manager for signature
    2. Procurement Manager will forward form to Materiel Administrator for signature

D. Buyer(s) receives completed Reject all Bids Justification form with all signatures
E. Buyer(s) provides file and Reject all Bids Justification form to Staff Assistant
F. Staff Assistant generates and saves Rejection of Bids letter
G. Buyer(s) reviews, approves, and returns to Staff Assistant for posting
H. Staff Assistant will post Rejection of Bids letter
I. Staff Assistant will print and file posted document and return file to Buyer(s)
J. Staff Assistant cancels ITB in PFC

K. Buyer(s) will prepare file for records
    See SOP 54, Records Management
    1. Buyer will ensure all documents and emails are included within the file
        i. Ensure all submitted bids are within the file

    2. If ITB will be rebid, the Buyer may hold the ITB in the library as a reference
        i. Must be prepared for Records Management when new ITB is put out for bid

L. If Agency desires rebid, the ITB process will start from beginning

3. *References*

SOPs:

SOP 1, File Configuration & Maintenance
SOP 9, Bonds
SOP 10, Certificate of Insurance
SOP 13, ITB Process, One Time Purchase or Contract (Commodity)
SOP 18, Bid Tabulation
SOP 31, Contract Award, Initial Period
SOP 50, Purchase Order and Change Order
SOP 54, Records Management

Statutes:

Nebraska State Statute 81-161.01

Forms:

Buyer's Solicitation Form (Purple Sheet)
Buyer's Instructional Form (Pink Sheet)
Timeline Form
Specification Comparison Tool form
Schedule of Events
Pre-Bid Attendance Sheet form
Pre-Bid Conference Questions form
Award of Bid (choose applicable)
Reject All Bids Justification (if applicable)

Checklists:

Commodity Identification
ITB Checklist (substitute ITB Restrictive Review for ITB Initial Review)
Contract Checklist (Pre Contract Award and Contract Intial Award tabs) (if applicable)
Purchase Orders and Change Order (Purchase Order tab) (if applicable)

Folders:

Grey/green for ITB
Blue for Contract (if applicable) (See SOP 1 for file configuration)

NEBRASKA Administrative Services Materiel Division	SOP Number & Name:	16
	SOP Name:	Invitation to Bid Process, Sole Source
	Revision Number:	R3
	Implementation Date:	12/17/2012
State Purchasing Bureau (SPB)	Last Reviewed/Update Date:	05/07/2015
SOP Owner: SOP Review Team	Approval:	

Standard Operating Procedure, Invitation to Bid Process, Sole Source (Commodity)

1. Overview

Refer to SOP 13, ITB Process, One-Time Purchase or Contract (Commodity) for definition and general overview of the Invitation to Bid (ITB) process.

When an Agency requisition arrives electronically at SPB seeking Sole Source procurement, the agency must provide a justification. The justification is reviewed and approved by SPB prior to issuing an ITB.

Sole Source procurement is for a product available from only one manufacturer and there are no other distributors or suppliers for the product. An Agency requesting Sole Source procurement must provide justification that is reviewed and is acceptable to SPB. The Sole Source agency justification must include:

- An explanation of their business need(s)
- Why that particular item(s) is Sole Source to only one manufacturer
- What is unique about the product from this manufacturer that only it will meet the Agency's need(s)
- Why no other manufacturer is suitable to meet the Agency need(s)

Agencies may confuse Sole Source and Restrictive requests. It is often necessary for the Buyer and the Procurement Supervisor to work through these definitions with the agency. (Restrictive procurement is one in which only a certain brand/model is the only one that will meet the Agency's need(s) but the manufacturer distributes the product through more than one distributor or reseller)

The Buyer and/or the Procurement Supervisor should never hesitate to ask the Agency to describe the agency needs and processes that have led to the Sole Source request. If at all possible, SPB should present options that may meet the agency needs and still result in competitive bids.

A Sole Source ITB of $25,000 or greater requires an Award of Bid form and related signatures (Refer to SOP 14, Award of Bid). Agency Justification for a Sole Source ITB must be provided, reviewed, and approved by SPB Procurement Manager prior to release of a bid.

The complete Invitation to Bid package consists of the ITB form, the standard Terms and Conditions, any additional Terms and Conditions, the Specifications for the item(s) being procured, and any addenda that relate to the offering, i.e., Questions and Answers.

Leasing a commodity employs the ITB process

Unless otherwise noted within the specifications for a specific ITB, all pricing will be required Free on Board (FOB Destination) – freight prepaid by the vendor to the place of delivery, with title passing to the end user upon delivery of the items.

The Agency is encouraged to contact the Procurement Supervisor for help with questions including but not limited to:

- Elements necessary for justification of Sole Source request
- Requisition Entry in Payroll and Financial Center (PFC)

Sole Source ITB tasks and deadlines will be tracked within the SPB Procurement Tracking System. The deadlines for ITB tasks will not begin for the Buyer until all documents are received from the Agency. The set timeframe for Formal ITBs to be processed by SPB is within thirty (30) business days. Procurement Supervisor responsibilities througout the Sole Source ITB process include:

- Updating SPB Procurement Tracking System
- Assisting Buyer(s) in communicating with Agency
- Assisting Buyer(s) with review of documentation
- Updating Procurement Manager on status and/or potential issues
- Proactive communication with Agency
- Milestone Reviews

Checklists are required for different areas of the ITB process, and are to be attached under the Timeline Form within the classification folder (Surface 1). Items on the checklist will be dated and initialed as tasks are completed. ITB checklists will also include Milestone Reviews. The required checklists for the ITB Sole Source process include:

- Commodity Identification
- Sole Source ITB Initial Review
- Sole Source ITB Final Review
- Sole Source ITB Opening
- Award Recommendation
- Reject all Bids, if applicable
- Sole Source ITB Pre Contract Award
- Initial Contract Award
- Purchase Order

See References for further information.

2. *Procedure*

I. Commodity Identification (Commodity Identification Checklist)

Upon Agency approval of the requisition, the requisition routes electronically to SPB, with the above documentation attached. The requisition, with attached documents, will be submitted to SPB for approval. If any documentation is missing, the Procurement Supervisor will contact the Agency to attach the missing documents.

A. Staff Assistant receives commodity requisition through the PFC
B. Staff Assistant prints and files the following documents
   1. Requisition
   2. Approval Route
   3. Draft of specifications
   4. Tentative Schedule of Events
   5. ITB Attachments, as applicable, including but not limited to:
      i. Specification Comparison Tool form
      ii. TSB approval – in approval route (if vehicle related)
      iii. OCIO approval (if IT related)
      iv. Other approvals – ie. Exceptions (if Special Commodity related)
      v. Copy of GSA Supporting Documentation (if applicable)
      vi. Restrictive Justification (if applicable) (See SOP 15, ITB Process, Restrictive)
      vii. Sole Source Justification (if applicable) (See SOP 16, ITB Process, Sole Source)
      viii. Testing Protocol for Samples (if applicable)
      ix. Bid Sheet (if applicable)

   6. Vendor Reference List
   7. Most recent copy of grant (if applicable)

C. Staff Assistant forwards file to the Procurement Supervisor
D. Procurement Supervisor reviews requisition and documentation as printed and filed by Staff Assistant
E. Procurement Supervisor(s) assigns to Buyer(s)
   1. Procurement Supervisors are assigned specific commodities for which they are the primary point of contact, but ITB processing may cross those assignments.
      i. Procurement Supervisor works to ensure good communication between SPB teams and Agencies.

II. Sole Source Initial Review (Sole Source Intake Checklist – Buyer Process)

A. Procurement Supervisor enters the requisition arrival date into the SPB Procurement Tracking System and creates the initative within the electronic system.
B. Procurement Supervisor and Buyer(s) each create a folder in their Outlook e-mail
   1. E-mail correspondence received regarding this ITB shall be placed in this folder

C. Buyer saves a copy of the Draft Specifications and any other documents of the ITB to G:\Purchasing\Commodities.
   1. Create a new file
      i. Name using Requisition number, brief description of the commodity, and Buyer initials
      ii. Example: 123444 Widgets MM

D. Buyer and/or Procurement Supervisor coordinates Initial Review meeting or contact with Agency (if necessary).
   1. Initial Review purpose:
      i. Establish timeline and estimated completion date
      ii. Ensure that all parties understand that written correpondence may become subject to Public Record Requests

E. Following the Initial Review, the Procurement Supervisor updates the SPB Procurement Tracking System to reflect the agreed-upon Completion Goal dates
   If further documentation or information is needed, the Procurement Supervisor and Buyer work with Agency

III. Sole Source Initial Review (Sole Source Initial Review Checklist – Pre Work)
The initial review is completed by the Buyer(s) and reports any issues to the Procurement Supervisor. Buyer is to communictate with Agency as neccessary.

Note: Any draft of the Specification, Bid Sheet Schedules, Attachments, etc. (other than the originals submitted with the Requisition) may be held in a separate manila folder or electronic folder on the (G:) drive, labeled "Working Documents," and is withheld from Public Record Requests. The Buyer(s) must also write "Working Document" on the first page of the document. This folder is to be recycled when the Buyer(s) forwards the file for contract signatures.

A. Agency Justification for a Sole Source Bid (submitted by the Agency with the Requisition)
   1. Requisition must state the exact item(s) the Agency is seeking to purchase as a Sole Source purchase
      i. If items are not an exact description on the requisition, Buyer will need to contact the Agency to revise the requisition

   2. The agency's justification must state why no other product will be suitable or acceptable to meet their business needs, and that the supplier is the only known source.
      i. It is not enough for an agency to "like" a specific brand or model; the justification must meet a higher standard than simply satisfaction with an existing brand/model or a personal preference
      ii. Explanation as to what is so unique about the product that only the product from this manufacturer will meet the agency business needs.
      iii. Buyer will need to request written clarification from the Agency if the Justification is not clear for the need of a Sole Source purchase

   3. The agency will provide a letter on letterhead from the manufacturer, not a sales representative/distributor. The letter needs to state:
      i. The unique or compatibility characteristics of the product;
      ii. The manufacturer is the only known source for the particular product
      iii. The product is not sold through distributors

Note: If the product is only made by one manufacturer but sold through one or more distributors, it is not Sole Source procurement – it would be a Restrictive procurement (See SOP 15, ITB Process, Restrictive)

   4. A firm price quote that is current and up to date should be provided with the requisition.

B. Draft of Specifications
   1. Buyer (and Procurement Supervisor) review for completeness to provide requested commodities

2. Buyer works with Agency to resolve questions and/or review requested changes
3. The function of specifications is to provide a basis for obtaining a commodity that will satisfy a particular need at an economical cost. Specifications should identify minimum requirements in a clear and accurate manner
   i. In a Sole Source ITB, specifications may not be required in lieu of the make and model number or other identification (such as SKU) for a specific commodity

4. The following sections should be considered on specifications for an ITB – Contract:
   i. Scope (including Term of Contract)
   ii. Noncompliance Statement
   iii. Rights
   iv. Secretary of State Registration
   v. Award
   vi. Amendment
   vii. Revisions
   viii. Assignment of Contract
   ix. Breach of Contract
   x. Termination
   xi. Taxes
   xii. Prices (if not using Core and Catalog)
   xiii. Core and Catalog lists
   xiv. Quality
   xv. Gray Market Products Prohibition (optional)
   xvi. Authorized Dealer and Warranty (optional)
   xvii. Motor Vehicle Industries Regulation Act (for all licensed motor vehicles)
   xviii. Warranty (optional)
   xix. Substitutions
   xx. Annual Usage
   xxi. Delivery
   xxii. Orders
   xxiii. Packaging (optional)
   xxiv. Payment
   xxv. Political Sub-divisions
   xxvi. Usage Report
   xxvii. Recycled Content
   xxviii. Energy Star Products (optional)
   xxix. Performance Testing (optional)
   xxx. Sample(s) (optional)
   xxxi. Life-cycle Cost (if applicable)
   xxxii. References
   xxxiii. Customer Service
   xxxiv. Bidder Instructions
   xxxv. Material Specifications

5. The following sections should be considered on specifications for an ITB – One Time Purchase:
   i. Scope
   ii. Non-compliance Statement
   iii. Rights
   iv. Secretary of State registration
   v. Award
   vi. Amendment
   vii. Assignment of Contract
   viii. Breach of Contract

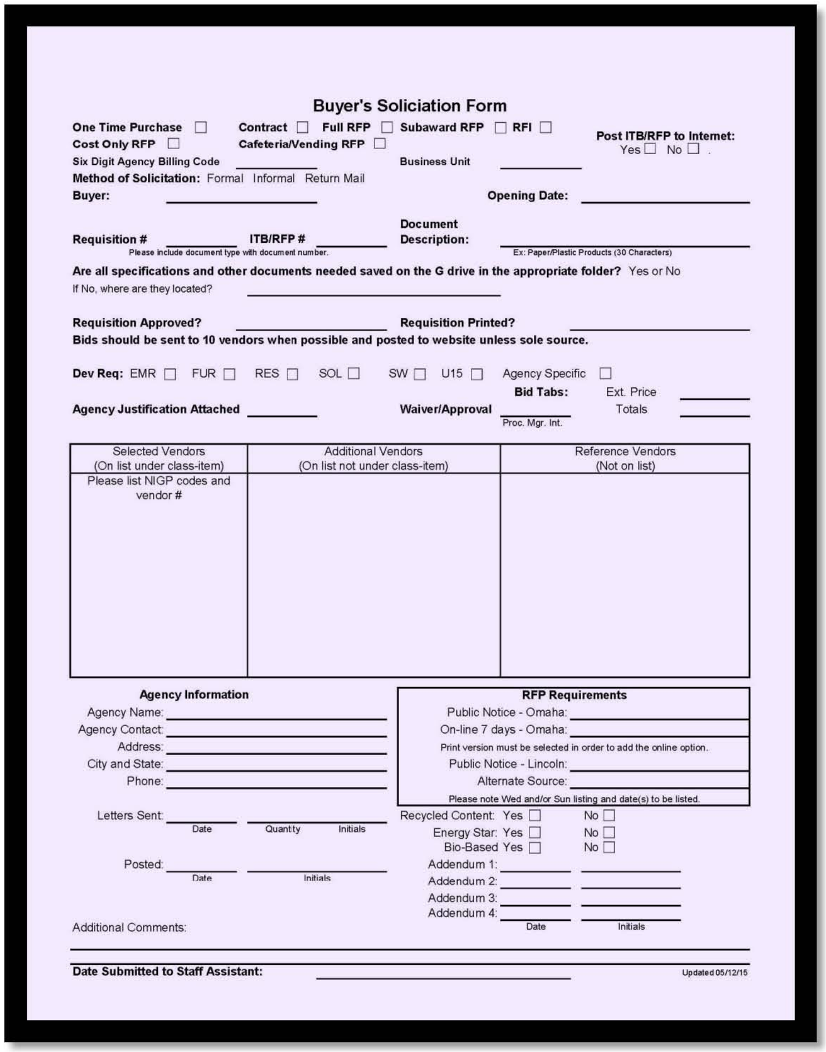
ix. Taxes
x. Prices
xi. Quality
xii. Gray Market Products Prohibition (optional)
xiii. Authorized Dealer and Warranty (optional)
xiv. Motor Vehicle Industries Regulation Act (for all licensed motor vehicles)
xv. Warranty (optional)
xvi. Substitutions
xvii. Delivery
xviii. Orders
xix. Packaging (optional)
xx. Payment
xxi. Recycled Content
xxii. References
xxiii. Political Sub-divisions
xxiv. Energy Star Products (optional)
xxv. Performance Testing (optional)
xxvi. Sample(s) (optional)
xxvii. Life-cycle Cost (if applicable)
xxviii. Bidder Instructions
xxix. Material Specifications

C. Unit of Measure (UOM)
   1. Review for correct UOM in regard to cost and/or item(s) ordered

D. Drafts of Bid Sheet, ITB attachments, and Special Conditions if applicable
   1. Buyer (and Procurement Supervisor) review for completeness and coherence
   2. Buyer works with Agency to resolve questions

E. Buyer sends all final drafts to the Agency for review. The Buyer may not proceed until the Agency has reviewed and approved all final changes.

F. Buyer completes the Buyer's Solicitation Form (Purple Sheet)



Buyer's Soliciation Form

One Time Purchase ☐ **Contract** ☐ **Full RFP** ☐ **Subaward RFP** ☐ **RFI** ☐
Cost Only RFP ☐ **Cafeteria/Vending RFP** ☐
Post ITB/RFP to Internet: Yes ☐ No ☐
Six Digit Agency Billing Code ______ **Business Unit** ______
Method of Solicitation: Formal Informal Return Mail
Buyer: ______ **Opening Date:** ______

Requisition # ______ **ITB/RFP #** ______ **Document Description:** ______
Please include document type with document number. Ex: Paper/Plastic Products (30 Characters)

Are all specifications and other documents needed saved on the G drive in the appropriate folder? Yes or No
If No, where are they located? ______

Requisition Approved? ______ **Requisition Printed?** ______
Bids should be sent to 10 vendors when possible and posted to website unless sole source.

Dev Req: EMR ☐ FUR ☐ RES ☐ SOL ☐ SW ☐ U15 ☐ Agency Specific ☐
Bid Tabs: Ext. Price ______ Totals ______
Agency Justification Attached ______ **Waiver/Approval** ______ Proc. Mgr. Int.

Selected Vendors (On list under class-item)	Additional Vendors (On list not under class-item)	Reference Vendors (Not on list)
Please list NIGP codes and vendor #		

Agency Information
Agency Name: ______
Agency Contact: ______
Address: ______
City and State: ______
Phone: ______

RFP Requirements
Public Notice - Omaha: ______
On-line 7 days - Omaha: ______
Print version must be selected in order to add the online option.
Public Notice - Lincoln: ______
Alternate Source: ______
Please note Wed and/or Sun listing and date(s) to be listed.

Letters Sent: ______ Date ______ Quantity ______ Initials
Posted: ______ Date ______ Initials

Recycled Content: Yes ☐ No ☐
Energy Star: Yes ☐ No ☐
Bio-Based Yes ☐ No ☐
Addendum 1: ______ ______
Addendum 2: ______ ______
Addendum 3: ______ ______
Addendum 4: ______ ______
Date Initials

Additional Comments:

Date Submitted to Staff Assistant: ______ Updated 05/12/15

1. Select a procurement event:
   i. One Time Purchase
   ii. Contract
   iii. RPF (not applicable)
   iv. RFP-Alt Form (not applicable)
   v. RFI (not applicable)

2. Six Digit Agency Billing Code (not applicable)
3. Business Unit (not applicable)
4. Post ITB to Internet
   i. Select No
   ii. Sole Source ITBs are not posted to the SPB website

5. Method of Solicitation

   i. Circle Return Mail

6. Buyer
   i. Enter the name of the Buyer assigned

7. Opening Date
   i. Enter the Opening Date (the date ITB is to be received and opened)

8. Requisition Number
   i. Enter the number of the Requisition from PFC

9. Document Description
   i. Enter a brief description of the commodity
   ii. Limited to thirty (30) characters in PFC

10. Are all specifications and other documents needed saved on the (G:) drive in the appropriate folder?
    i. Select Yes or No
    ii. All documents must be located on the (G:) drive, unless deemed otherwise and approved by Procurement Supervisor and Procurement Manager
    iii. If No, enter location where documents are stored

11. Requisition Approved
    i. Date Requisition Approved
    ii. Initials of Approver (See Approval Route)

12. Requisition Printed
    i. Date Requisition Printed

13. Dev Req (Deviated Requisition)
    i. Select:
       a. EMR – Emergency
       b. FUR – Furniture
       c. RES – Restricted
       d. SOL – Sole Source
       e. SW – Statewide
       f. U15 – Bid under 15 days
       g. Agency Specific

14. Bid Tabs
    i. Extended Price
       a. Enter Yes or No

    ii. Totals
       a. Enter Yes or No

15. Agency Justification Attached
    i. Enter Yes
    ii. Justification is required on any bid that does not have a Dev Req of SW
    iii. Justification must be approved by Procurement Supervisior prior to routing to Staff Assistant

16. Selected Vendor
    i. Enter NIGP codes used in quote

ii. Enter Vendor name and Address Book number

17. Agency Information
    i. Enter the contact information for the Agency

18. RFP Requirements (not applicable)
19. Recycled Content
    i. Select Yes or No
        a. If specifications identify there is recycled or post-consumer content

20. Energy Star
    i. Select Yes or No
        a. If specifications identify an Energy Star rating

21. Bio-Based
    i. Select Yes or No
        a. If specifications identify there is Bio-Based content

22. Additional Comments
    i. Enter any additional instructions for Staff Assistant

G. Buyer compiles documents within the classification folder, per SOP 1, File Configuration & Maintenance (Documents to remain within file structure)
    1. Buyer's Solicitation Form (Purple Sheet)
        i. Affix "Sign Here" flag at "Waiver/Approval"

    2. Justification and any other submitted documentation
    3. Requested Clarification (if needed)

H. Buyer will transfer file to Procurement Supervisor for approval
    1. Procurement Supervisor will initial "Waiver/Approval" to notate approval
    2. Procurement Supervisor will route Justification to Procurement Manager for approval
    3. Buyer and Procurement Supervisor will also meet for Milestone Review
        i. Buyer will print and file e-mail and all other correspondence and update Timeline and Buyer Assignement sheets

I. Date Submitted to Staff Assistant
    1. Enter the date document was routed to Staff Assistant

J. Following Procurement Supervisor approval, Buyer will transfer the file to Staff Assistant for Pre-Release Activities
    1. Buyer will place any further revisions to the electronic files on top of the classification folder

K. Staff Assistant completes the following items on the Buyer's Solicitation Form (Purple Sheet)
    1. ITB/RFP #
        i. Enter the quote number

    2. Letters Sent
        i. Enter the date Sole Source ITB was mailed and initial

    3. Posted (not applicable)
    4. Addendum 1, 2, 3, … etc.

i. Initial and date when Addenda is completed and sent to Vendor

5. Date Staff Assistant Received
   i. Enter the date the documents were received

IV. Sole Source Pre-Release Activities (Sole Source Final Review Checklist)

A. Allow Staff Assistant one (1) business day to complete Pre-Release Activities (when an ITB is given to the Staff Assistant after 12:00 PM, Staff Assistant may process the ITB the next business day)

B. Staff Assistant generates ITB number within PFC
   1. All detail lines as noted on the requisition generated within the ITB
   1. Print on correct form
      i. Invitation to Bid – One Time Purchase
      ii. Invitation to Bid – Contract

   2. Affix Return Mail stamp to ITB over Opening Date and Time
      a. Re-print to .PDF format to lock the “Return Mail” stamp in place

A. Staff Assistant creates a folder in e-mail
   1. E-mail correspondence received regarding this ITB shall be placed in this folder

B. Staff Assistant renames ITB folder at G:\Purchasing\Commodities
   1. Remove Requisition number and replace with ITB number

C. Staff Assistant completes and formats ITB Bid Documents. Using the documents submitted by Buyer, and/or saved in the ITB folder to complete the documents as per Buyer's Instructions. Staff Assistant will fill in any highlighted areas in each section of the documents as appropriate. If Staff Assistant is unsure of any information, they are to ask the Buyer for clarification.
   1. Invitation to Bid
      i. Dates match in the header of ITB
      ii. Required lines of requisition were generated into ITB
      iii. Lines added to ITB (if required)

   2. Special Conditions, if applicable
   3. Specifications/Terms and Conditions
      i. Insert ITB number where outlined
      i. Bid Bond (optional)
      ii. Performance Bond (optional)

   4. Bid Sheet
      i. Insert ITB number where outlined
      ii. Bid Sheet locked down
         a. Suppliers should only be allowed to type in specific cells
         b. Lock spreadsheet with the ITB number as the password

   5. Any other changes noted by the Buyer

D. Staff Assistant Prepares Fax or Email cover sheet to notify Sole Source Vendor
   The ITB and all bid documents are typically attached to an email or fax and sent to the vendor. The ITB and bid documents may be mailed to the vendor. If the ITB is mailed, no cover sheet is needed.

1. Refer to Buyer's Solicitation Form (Purple Sheet) for required information
2. Save and print

E. Staff Assistant will place the following items, in the following order, on top of the classification folder
   1. Fax or Email Cover Sheet
   2. Copy of ITB
   3. Specifications/Terms and Conditions
   4. Bid Sheet(s) (if applicable)
   5. Attachments (if applicable)
   6. Any draft documents provided by the Buyer(s)

F. Staff Assistant transfers file to Buyer for review and approval
G. Buyer(s) reviews ITB Documents received from Staff Assistant for accuracy
   1. Invitation to Bid
      i. ITB Printed on correct form
         a. Invitation to Bid – One Time Purchase
         b. Invitation to Bid – Contract

      ii. Return Mail stamp affixed to ITB over Opening Date and Time
      iii. Dates match in the header of ITB
      iv. Required lines of requisition were generated into ITB

   2. Special Conditions (if applicable)
   3. Specifications/Terms and Conditions
      i. Insert ITB number where outlined
      ii. Bid Bond (optional)
      iii. Performance Bond (optional)

   4. Bid Sheet(s)
      i. Insert ITB number where outlined
      ii. Bid Sheet locked down
         a. Bidder should only be allowed to type in specific cells
         b. Lock spreadsheet with the ITB number as the password

H. Buyer reviews and approves Fax or Email Cover Sheet and Mailing Label for accuracy
I. If any changes are necessary, Buyer will return to Staff Assistant for changes
J. Buyer will return to Staff Assistant for faxing or mailing
K. Staff Assistant will fax, email or mail ITB and any related bid doucments to the bidder
   1. Print a copy of ITB and all related bid documents sent to the bidder
   2. File according to SOP 1, File Configuration & Maintenance
   3. Date and Initial posting according to SOP 5, Buyer's Solicitation Form (Purple Sheet)
   4. Print and file all email correspondence or fax confirmation

L. Buyer confirms that all items were successfully sent to the bidder
M. Procurement Supervisor
   1. Works with Buyer throughout all processes
   2. Monitors and updates SPB Procurement Tracking System as needed
      i. If delays appear, works with Agency and Procurement Manager to ensure that all understand the issues and are aware of revised timetable

V. Sole Source Opening (Sole Source Opening Checklist)
   A. Sole Source ITB is opened when the Return Mail is completed and returned by the bidder to SPB. The bidder may fax or email a copy of the ITB to SPB. If a bidder submits an ITB

valued over $25,000, SPB may begin preparing for a contract or purchase order, but may not generate a contract or purchase order until the bidder submits the original signed ITB, if possible.

B. Receiving Bids

All bids are received through the Front Desk. Staff will complete the following upon receiving bids via fax, mail, hand delivery, etc.

1. Timestamp the bid immediately upon receipt
   i. If unable to date/timestamp the actual item, use a piece of scratch paper and tape to the bid package (the UPS or FedEx slip if possible)

2. Mark Bid Number, Opening Date, and Buyer clearly on package
   i. If a bid arrives and is not labeled as a bid, Front Desk Staff will open the bid, indicate the bid number, opening date, and Buyer on the package, then reseal the bid and proceed with receiving.

3. Returned Mail Bids
   i. Can be identified by looking at the Opening Date and time and it says Returned Mail
   ii. Does not need to be logged
   iii. Timestamp and give to the Buyer

4. Faxed/e-mailed Bids
   i. Print the bid documents and place in an envelope marked with the bid number, opening date, Vendor name and write Faxed or E-mailed on the envelope
   ii. If bid is too large for a regular envelope, use whatever fits best (larger envelope, box, etc.)
   iii. Does not need to be logged
   iv. Timestamp and give to the Buyer

C. Sole Source Opening (Sole Source ITB Opening Checklist)

1. Buyer opens bid
   i. No one writes on original bid

2. Buyer checks for Proprietary Information
3. Buyer reviews for mandatory requirements (may be completed during or post bid opening)
   i. Signature in ink on ITB
   ii. Certificate of Insurance (if required)
   iii. Bond (if required)
      a. If required, checks for inclusion and conformity (See SOP 9, Bonds)

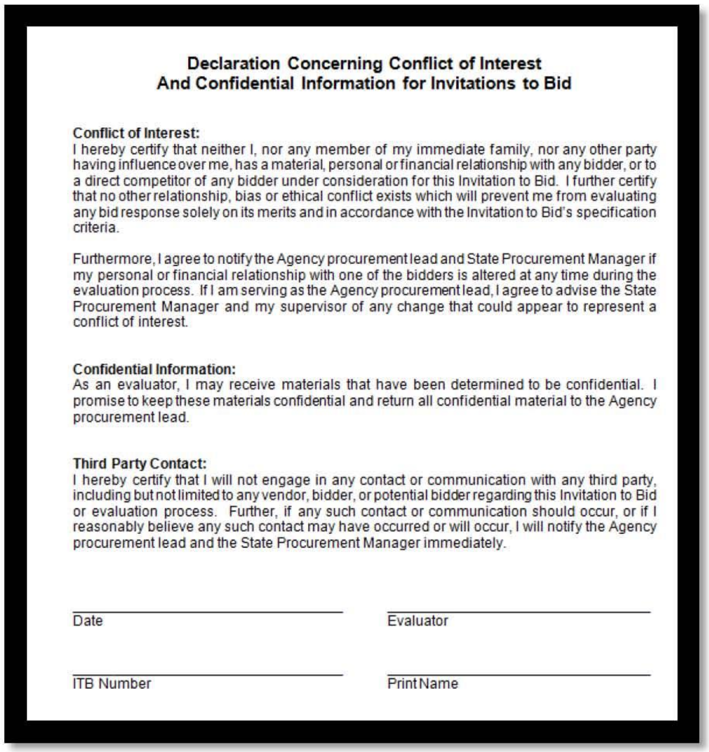
   iv. Confirms that samples were received (if applicable)

4. Proprietary Information
   i. Ensure that the ITB Number is clearly marked on the proprietary information
      a. Submit to Administrative Assistant

   ii. Label proprietary information with a proprietary label

VI. Sole Source Award Recommendation (Sole Source Award Recommendation Checklist)

A. Send Declaration concerning Conflict of Interest and Confidential Information for signature



Declaration Concerning Conflict of Interest
And Confidential Information for Invitations to Bid

Conflict of Interest:
I hereby certify that neither I, nor any member of my immediate family, nor any other party having influence over me, has a material, personal or financial relationship with any bidder, or to a direct competitor of any bidder under consideration for this Invitation to Bid. I further certify that no other relationship, bias or ethical conflict exists which will prevent me from evaluating any bid response solely on its merits and in accordance with the Invitation to Bid's specification criteria.

Furthermore, I agree to notify the Agency procurement lead and State Procurement Manager if my personal or financial relationship with one of the bidders is altered at any time during the evaluation process. If I am serving as the Agency procurement lead, I agree to advise the State Procurement Manager and my supervisor of any change that could appear to represent a conflict of interest.

Confidential Information:
As an evaluator, I may receive materials that have been determined to be confidential. I promise to keep these materials confidential and return all confidential material to the Agency procurement lead.

Third Party Contact:
I hereby certify that I will not engage in any contact or communication with any third party, including but not limited to any vendor, bidder, or potential bidder regarding this Invitation to Bid or evaluation process. Further, if any such contact or communication should occur, or if I reasonably believe any such contact may have occurred or will occur, I will notify the Agency procurement lead and the State Procurement Manager immediately.

Date ______________________ Evaluator ______________________

ITB Number ______________________ Print Name ______________________

B. Buyer makes a hard copy or scan of submitted Return Mail ITB
   1. ITB may be submitted to the Agency electronically

C. Agency submits request for clarification, regarding submitted Return Mail response, to SPB (if needed)
   1. Buyer reviews clarification
   2. Buyer may discuss with Procurement Supervisor for assistance
   3. Buyer obtains clarification on submitted proposal from bidder in writing
      i. Agency does not request clarification from bidder

   4. Buyer provides clarification response from bidder to Agency

D. Agency submits written award recommendation (e-mail acceptable)

E. Buyer will contact Agency to acknowledge award recommendation is accepted

VII. Initial Contract Award
See SOP 31, Initial Contract Award
Or

VIII. Purchase Order
See SOP 41, Purchase Order and Change Order

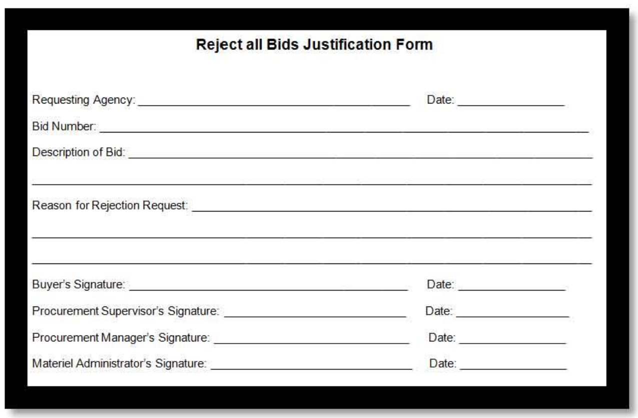
IX. Pre Contract Award Activities (Sole Source Pre Contract Award Checklist)

A. Award of Bid (AOB Checklist) (Required if $25,000 or more)
   See SOP 14, Award of Bid Process
B. Certificate of Insurance (COI Checklist) (if applicable)
   See SOP 10, Certification of Insurance
C. Bond (if applicable) (Bond Checklist)
   See SOP 9, Bonds
D. Exceptions (if applicable)
   1. Buyer will review and confirm that the Agency is agreeable to any exceptions
   2. Buyer will review exceptions with Legal Counsel
   3. Buyer receives approval from Legal Counsel on exceptions
   4. Buyer contacts bidder, when necessary, to discuss exceptions

E. Buyer Prepares Bid for Award
   1. Confirm Copyrighted & Proprietary pages are clipped
   2. Confirm Proprietary & Copyrighted Statement is included
      i. All copyrighted and proprietary information are included
      ii. If no copyrighted and proprietary information exists, mark none on the form

X. Rejection of Bid (Reject all Bids Checklist)

An Agency may determine to reject the Return Mail bid for different reasons. Regardless of the reason, the Agency must notify SPB in writing that they are requesting the Return Mail bid to be rejected, as well as justification.



Reject all Bids Justification Form

Requesting Agency: ______________________ Date: __________

Bid Number: ______________________

Description of Bid: ______________________

____

Reason for Rejection Request: ______________________

____

____

Buyer's Signature: ______________________ Date: __________

Procurement Supervisor's Signature: ______________________ Date: __________

Procurement Manager's Signature: ______________________ Date: __________

Materiel Administrator's Signature: ______________________ Date: __________

A. Agency submits request and justification to reject all bids in writing to SPB
B. Buyer completes and signs Reject all Bids Justification Form
C. Buyer forwards Reject all Bids Justification Form to Procurement Supervisor to begin the signature process
   1. Procurement Supervisor will forward form to Procurement Manager for signature
   2. Procurement Manager will forward form to Materiel Administrator for signature

D. Buyer receives completed Reject all Bids Justification form with all signatures
E. Buyer provides file and Reject all Bids Justification form to Staff Assistant
F. Staff Assistant generates and saves Rejection of Bids letter
G. Buyer reviews, approves, and returns to Staff Assistant for mailing
H. Staff Assistant will mail Rejection of Bids letter to supplier by U.S. Mail
I. Staff Assistant will print and file document and return file to Buyer

J. Staff Assistant cancels ITB in PFC
K. Buyer will prepare file for records
   See SOP 54, Records Management
   1. Buyer will ensure all documents and emails are included within the file
      i. Ensure all submitted bids are within the file

   2. If ITB will be rebid, the Buyer may hold the ITB in the library as a reference
      i. Must be prepared for Records Management when new ITB is put out for bid

L. If Agency desires rebid, the ITB process will start from beginning

3. References

SOPs:
SOP 1, File Configuration & Maintenance
SOP 9, Bonds
SOP 10, Certificate of Insurance
SOP 13, ITB Process
SOP 14, Award of Bid Process
SOP 15, ITB Process, restrictive
SOP 17, ITB Process, Return Mail
SOP 18, Bid Tabulation
SOP 31, Contract Award, Initial Period
SOP 41, Purchase Order and Change Order
SOP 54, Records Management

Forms:
Buyer's Solicitation Form (Purple Sheet)
Buyer's Instructional Form (Pink Sheet)
Declaration Concerning Conflict of Interest and Confidential Information for Invitations to Bid form
Award of Bid
Rejection of All Bids Justification

Checklists:
Commodity Identification (Supervisor Only)
Sole Source Checklist (all tabs)
Contract Checklist (Contract Initial Award tab) (if applicable)
Purchase Order and Change Order Checklist (Purchase Order tab) (if applicable)

Folders:
Grey/Green for ITB
Blue for Contract (if applicable) (See SOP 1 for file configuration)

	SOP Number:	17
	SOP Name:	Invitation to Bid Process, Return Mail
	Revision Number:	R2
	Implementation Date:	12/17/2012
State Purchasing Bureau (SPB)	Last Reviewed/Update Date:	06/24/2015
SOP Owner: SOP Review Team	Approval:	

Standard Operating Procedure, Invitation to Bid Process, Return Mail

1. Overview

See SOP 13, ITB Process, One-Time Purchase or Contract (Commodity) for general overview

The most common use of a Return Mail Invitation to Bid (ITB) is for processing approved Sole Source requests. Use SOP 16, ITB Process, Sole Source and checklists to process a Return Mail Sole Source. In rare instances, the Return Mail ITB may be used on other requests, such as an ITB under $25,000 or an ITB to be bid in less than 15 days and is under $25,000. Any use of the Return Mail ITB process outside the Sole Source process should be pre-reviewed by the Buyer and Procurement Supervisor

Return Mail tasks and deadlines will be tracked within the SPB Procurement Tracking System. The deadlines for ITB tasks will not begin for the Buyer until all documents are received from the Agency.

Procurement Supervisor responsibilities throughout the Return Mail ITB process include:

- Updating SPB Procurement Tracking System
- Assisting Buyer(s) in communicating with Agency
- Assisting Buyer(s) with review of documentation
- Updating Procurement Manager on status and/or potential issues
- Proactive communication with Agency
- Milestone Revies

Checklists are required for different areas of the ITB process, and are to be attached under the Timeline form within the classification folder (Surface 1). Items on the checklist will be dated and initialed as tasks are completed. ITB checklists may also include Milestone Reviews. The required checklists for the ITB Return Mail process include:

- Commodity Identification
- Under $25000 Initial Review
- U15 Initial Review
- Return Mail Final Review
- Return Mail Opening
- Reject of all Bids, if applicable
- Return Mail Award RecommendationReturn Mail Pre Award
- Initial Contract Award
- Purchase Order

2. *Procedure*

I. Commodity Identification (Commodity Identification Checklist)

Upon agency approval of the requisition, the requisition routes electronically to SPB, with the above documentation attached. The requisition, with attached documents, will be submitted to SPB for approval. If any documentation is missing, the Procurement Supervisor will contact the Agency to attach the missing documents.

A. Staff Assistant receives commodity requisition through the PFC
B. Staff Assistant prints and files the following documents
   1. Requisition
   2. Approval Route
   3. Draft of Specifications
   4. ITB Attachments, as applicable, including but not limited to:
      i. Specification Comparison Tool form
      ii. TSB approval – in approval route (if vehicle related)
      iii. OCIO approval (if IT related)
      iv. Other approvals – ie. Exceptions (if Special Commodity related)
      v. Copy of GSA supporting documentation (if applicable)
      vi. Restrictive Justification (if applicable) (See SOP 15, ITB Process, Restrictive)
      vii. Sole Source Justification (if applicable) (See SOP 16, ITB Process, Sole Source)
      viii. Testing Protocol for Samples (if applicable)
      ix. Bid Sheet (if applicable)

   5. Vendors Reference List
   6. Most recent copy of grant (if applicable)

C. Staff Assistant forwards file to Procurement Supervisor
D. Procurement Supervisor reviews requisition and documentation as printed and filed by Staff Assistant
E. Procurement Supervisor(s) assigns to Buyer
   1. Procurement Supervisors are assigned specific commodities for which they are the primary point of contact, but ITB processing may cross those assignments.
      i. Procurement Supervisor works to ensure good communication between SPB teams and Agencies.

II. Return Mail ITB Initial Review (U15 or $25000 ITB Initial Review Checklists – Buyer Process)

A. Procurement Supervisor enters the requisition arrival date into the SPB Procurement Tracking System and creates the initative within the electronic system.
B. Procurement Supervisor and Buyer(s) each create a folder in their Outlook e-mail
   1. E-mail correspondence received regarding this ITB shall be placed in this folder

C. Buyer saves a copy of the Draft Specifications and any other documents that may be used with the ITB to G:\Purchasing\Commodities.
   1. Create a new file
      i. Name using Requisition number, brief description of the commodity, and Buyer initials
      ii. Example: 123444 Widgets MM

D. Procurement Supervisor updates the SPB Procurement Tracking System to reflect the agreed-upon Completion Goal dates
E. If further documentation or information is needed, the Procurement Supervisor and Buyer work with Agency

III. Return Mail ITB Initial Review (U15 or $25000 ITB Initial Review Checklists – Pre-Work)

The initial review is completed by the Buyer(s) and any issues are reported to the Procurement Supervisor. Buyer is to communitcate with Agency as necessary.

Note: Any draft of the Specification, Bid Sheet(s) Schedules, Attachments, etc. (other than the originals submitted with the Requisition) may be held in a separate manila folder or electronic folder on the (G:) drive, labeled "Working Documents," and is withheld from Public Record Requests. The Buyer must also write "Working Document" on the first page of the document. This folder is to be recycled when the Buyer(s) forwards the file for contract signatures.

Note: Choose correct checklist based on:

- If Commodity is less than $25,000 (Under $25000 Initial Review Checklist)
- If Commodity is to be bid in under 15 days and is between $10,000 and $25,000 (U15 Initial Review Checklist)

A. Draft of Specifications

1. Buyer(s) (and Procurement Supervisor) review for completeness to provide requested commodities
2. Buyer(s) works with Agency to resolve questions and/or review requested changes
3. The function of specifications is to provide a basis for obtaining a commodity that will satisfy a particular need at an economical cost. Specifications should:
   i. Identify minimum requirements in a clear and accurate manner
   ii. List reproducible test methods to be used in testing for compliance with specifications, if samples are requested
   iii. Have reasonable tolerance levels. Unnecessary precision is expensive and may limit competition.

4. The following sections should be considered on specifications for an ITB – Contract:
   i. Scope (including Term of Contract)
   ii. Noncompliance Statement
   iii. Rights
   iv. Secretary of State Registration
   v. Award
   vi. Amendment
   vii. Revisions
   viii. Assignment of Contract
   ix. Breach of Contract
   x. Termination
   xi. Taxes
   xii. Prices (If not using Core and Catalog)
   xiii. Core and Catalog pricing
   xiv. Quality
   xv. Gray Market Products Prohibition (optional)
   xvi. Authorized Dealer and Warranty (optional)
   xvii. Motor Vehicle Industries Regulation Act (for all licensed motor vehicles)
   xviii. Warranty (optional)
   xix. Substitutions
   xx. Annual Usage
   xxi. Delivery
   xxii. Orders
   xxiii. Packaging (optional)
   xxiv. Payment
   xxv. Political Sub-divisions
   xxvi. Usage Report

xxvii. Recycled Content
xxviii. Energy Star Products (optional)
xxix. Performance Testing (optional)
xxx. Sample(s) (optional)
xxxi. Life-cycle Cost (if applicable)
xxxii. References
xxxiii. Customer Service
xxxiv. Bidder Instructions
xxxv. Material Specifications

5. The following sections should be considered on specifications for an ITB – One Time Purchase:
   i. Scope
   ii. Non-compliance Statement
   iii. Rights
   iv. Secretary of State Registration
   v. Award
   vi. Amendment
   vii. Assignment of Contract
   viii. Breach of Contract
   ix. Taxes
   x. Prices
   xi. Quality
   xii. Gray Market Products Prohibition (optional)
   xiii. Authorized Dealer and Warranty (optional)
   xiv. Motor Vehicle Industries Regulation Act (for all licensed motor vehicles)
   xv. Warranty (optional)
   xvi. Substitutions
   xvii. Delivery
   xviii. Orders
   xix. Packaging (optional)
   xx. Payment
   xxi. Recycled Content
   xxii. References
   xxiii. Political Sub-divisions
   xxiv. Energy Star Products (optional)
   xxv. Performance Testing (optional)
   xxvi. Sample(s) (optional)
   xxvii. Life-cycle Cost (if applicable)
   xxviii. Bidder Instructions
   xxix. Material Specifications

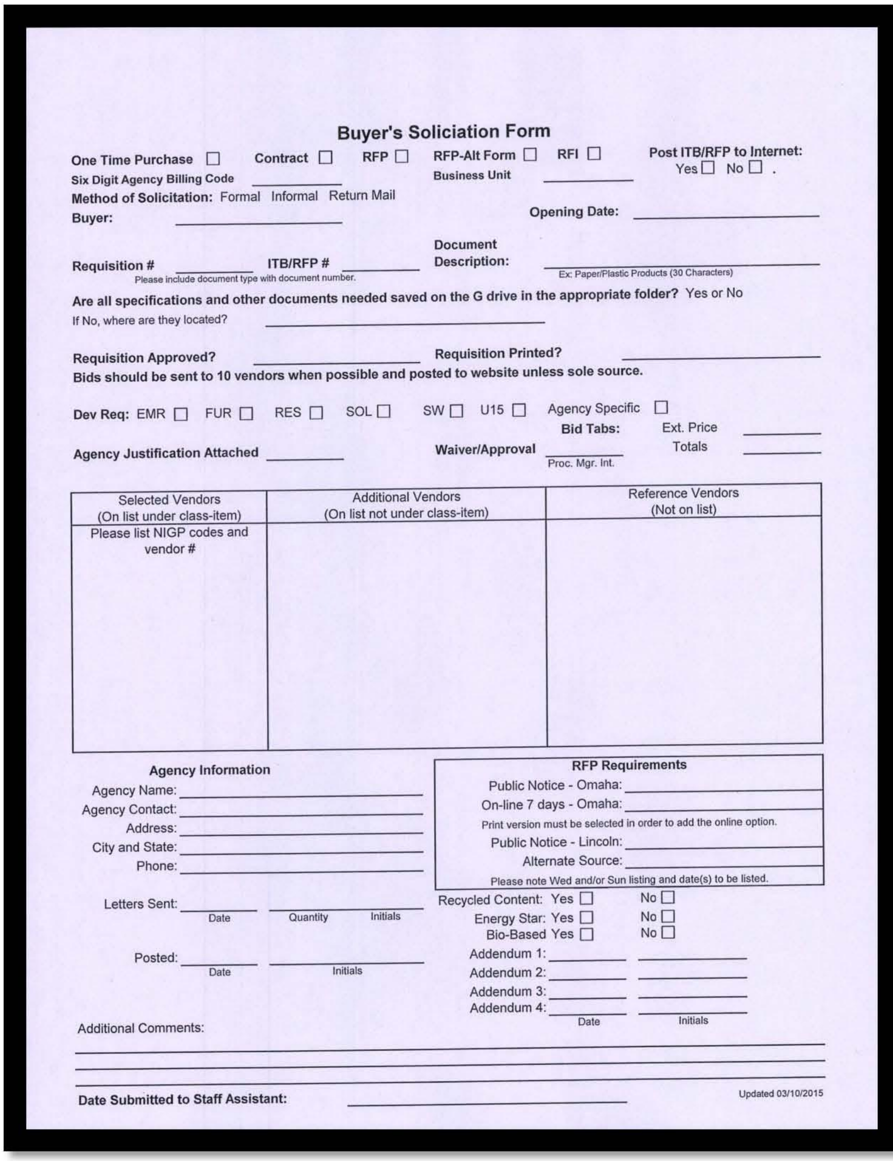
B. Unit of Measure (UOM)
   1. Review for correct UOM in regard to cost and/or item(s) ordered

C. Draft of Bid Sheet, ITB attachments, and Special Conditions, if applicable
   1. Buyer (and Procurement Supervisor) review for completeness and coherence
   2. Buyer works with Agency to resolve questions

D. Buyer compiles Vendor Reference List
   1. Include Vendors provided from Agency
   2. Include incumbent contractor (if applicable, unless suspended)
   3. Search PFC for additional Suppliers, by NIGP code
   4. Minimum of ten (10) suppliers recommended

i. Agency to approve number of solicitations sent
ii. Must include fax or email if solicitations are being sent in this manner

E. Buyer sends all final drafts to the Agency for review. The Buyer may not proceed until the Agency has reviewed and approved all final changes.
F. Buyer completes the Buyer's Solicitation Form (Purple Sheet)



Buyer's Soliciation Form

One Time Purchase ☐ Contract ☐ RFP ☐ RFP-Alt Form ☐ RFI ☐ Post ITB/RFP to Internet: Yes ☐ No ☐ .

Six Digit Agency Billing Code ________ Business Unit ________

Method of Solicitation: Formal Informal Return Mail

Buyer: ________ Opening Date: ________

Requisition # ________ ITB/RFP # ________ Document Description: ________

Please include document type with document number. Ex: Paper/Plastic Products (30 Characters)

Are all specifications and other documents needed saved on the G drive in the appropriate folder? Yes or No

If No, where are they located? ________

Requisition Approved? ________ Requisition Printed? ________

Bids should be sent to 10 vendors when possible and posted to website unless sole source.

Dev Req: EMR ☐ FUR ☐ RES ☐ SOL ☐ SW ☐ U15 ☐ Agency Specific ☐

Bid Tabs: Ext. Price ________ Totals ________

Agency Justification Attached ________ Waiver/Approval ________ Proc. Mgr. Int.

Selected Vendors (On list under class-item)	Additional Vendors (On list not under class-item)	Reference Vendors (Not on list)
Please list NIGP codes and vendor #		

Agency Information

Agency Name: ________
Agency Contact: ________
Address: ________
City and State: ________
Phone: ________

RFP Requirements

Public Notice - Omaha: ________
On-line 7 days - Omaha: ________
Print version must be selected in order to add the online option.
Public Notice - Lincoln: ________
Alternate Source: ________
Please note Wed and/or Sun listing and date(s) to be listed.

Letters Sent: ________ Date ________ Quantity Initials

Posted: ________ Date ________ Initials

Recycled Content: Yes ☐ No ☐
Energy Star: Yes ☐ No ☐
Bio-Based Yes ☐ No ☐

Addendum 1: ________ ________
Addendum 2: ________ ________
Addendum 3: ________ ________
Addendum 4: ________ ________
Date Initials

Additional Comments: ________

Date Submitted to Staff Assistant: ________

Updated 03/10/2015

1. Select a procurement event:
   i. One Time Purchase
   ii. Contract

iii. RPF (not applicable)
iv. RFP-Alt Form (not applicable)
v. RFI (not applicable)

2. Six Digit Agency Billing Code (not applicable)
3. Business Unit (not applicable)
4. Post ITB to Internet (not applicable)
5. Method of Solicitation
   i. Circle Return Mail

6. Buyer
   i. Enter the name of the Buyer(s) assigned

7. Opening Date
   i. Enter "Return Mail"

8. Requisition Number
   i. Enter the number of the Requisition from PFC

9. Document Description
   i. Enter a brief description of the commodity
   ii. Limited to thirty (30) characters in PFC

10. Are all specifications and other documents needed saved on the (G:) drive in the appropriate folder?
    i. Select Yes or No
       a. All documents must be located on the (G:) drive, unless deemed otherwise and approved by Procurement Supervisor and Procurement Manager
       b. If No, enter location where documents are stored

11. Requisition Approved
    i. Date Requisition Approved
    ii. Initials of Approver (See Approval Route)

12. Requisition Printed
    i. Date Requisition Printed

13. Dev Req (Deviated Requisition)
    i. Select:
       a. EMR – Emergency
       b. FUR – Furniture
       c. RES – Restrictive
       d. SOL – Sole Source
       e. SW – Statewide
       f. U15 – Bid under 15 days
       g. Agency Specific

14. Bid Tabs
    i. Extended Price
       a. Enter Yes or No

    ii. Totals
       a. Enter Yes or No

15. Agency Justification Attached
    i. Enter Yes
    ii. Justification is required on any bid that does not have a Dev Req of SW
        a. Justification must be approved by Procurement Supervisior prior to routing to Staff Assistant

16. Additional Vendors** (Have Address Book number but not associated NIGP code)
    i. Enter Vendor name and Address Book number

17. Reference Vendors**
    i. Enter names and addresses of Vendors not listed in PFC

18. Selected Vendor(s)
    i. Enter NIGP codes used in ITB
        iii. Enter Vendor name and Address Book number

** Note: Incumbent Contractor(s) must be included in one of the above Vendor Lists, if applicable and not suspended

17. Agency Information
    ii. Enter the contact information for the Agency

18. RFP Requirements (not applicable)
19. Recycled Content
    i. Select Yes or No
        a. If specifications identify there is recycled or post-consumer content

20. Energy Star
    i. Select Yes or No
        a. If specifications identify an Energy Star rating

21. Bio-Based
    i. Select Yes or No
    ii. If specifications identify there is Bio-Based content

22. Additional Comments
    i. Enter any additional instructions for Staff Assistant

G. Buyer compiles documents within the classification folder, per SOP 1, File Configuration & Maintenance (Documents to remain within file structure)
   1. Buyer's Solicitation Form (Purple Sheet)
      i. Affix "Sign Here" flag at "Waiver/Approval"

   2. Justification and any other submitted documentation
   3. Requested Clarification (if needed)

H. Buyer will transfer file to Procurement Supervisor for approval
   1. Procurement Supervisor will initial "Waiver/Approval" to notate approval
   2. Procurement Supervisor will route Justification to Procurement Manager for approval
   3. Buyer and Procurement Supervisor will meet for Milestone Review
      i. Buyer will print and file e-mail and all other correspondence and update Timeline and Buyer Assignement sheets

I. Date Submitted to Staff Assistant
   1. Enter the date document was routed to Staff Assistant

J. Buyer will transfer the file to Staff Assistant for Pre-Release Activities
   1. Buyer will place any further revisions to the electronic files on top of the classification folder

K. Staff Assistant completes the following items on the Buyer's Solicitation Form (Purple Sheet)
   1. ITB/RFP #
      i. Enter the ITB number

   2. Letters Sent
      i. Enter the date and quantity of letters mailed and initial

   3. Posted (not applicable)
   4. Addendum 1, 2, 3, … etc.
      i. Initial and date when Addenda were sent to Vendor

   5. Date Staff Assistant Received
   6. Enter the date the documents were received

IV. ITB Pre-Release Activities (Return Mail Final Review Checklist)
   A. Allow Staff Assistant one (1) business day to complete Pre-Release Activities (when an ITB is given to the Staff Assistant after 12:00 PM, Staff Assistant may process the ITB the next business day)

B. Staff Assistant Generates ITB number within PFC
   1. All detail lines as noted on the requisitiion generated within the ITB
   2. Print on correct form
      i. Invitation to Bid – One Time Purchase
      ii. Invitation to Bid – Contract

   3. Affix Return Mail stamp to ITB over Opening Date and Time
      a. Re-print to .PDF format to lock the Return Mail stamp in place

C. Staff Assistant Creates a Folder in E-Mail
   1. E-mail correspondence received regarding this ITB should be placed in this folder

D. Staff Assistant Renames ITB folder at G:\Purchasing\Commodities
   1. Remove Requisition number and replace with ITB number

E. Staff Assistant completes and formats ITB documents
   Use documents submitted by Buyer(s), and/or saved in the ITB folder as per Buyer's Instructions. Staff Assistant is also responsible for filling in any highlighted areas in each section of the documents as appropriate. If Staff Assistant is unsure of any information, they are to ask the Buyer(s) for clarification.
   1. Invitation to Bid
      i. Dates match in the header of ITB
      ii. Required lines of requisition were generated into ITB
      iii. Lines added to ITB (if required)

   2. Special Conditions, if applicable
   3. Specifications/Terms and Conditions
      i. Insert ITB number where outlined
      i. Bid Bond (optional)
      ii. Performance Bond (optional)

   4. Bid Sheet
      i. Insert ITB number where outlined
      ii. Bid Sheet locked down
         a. Suppliers should only be allowed to type in specific cells
         b. Lock spreadsheet with the ITB number as the password

   5. Any other changes noted by the Buyer

F. Staff Assistant prepares Fax or Email cover sheet to notify bidder.
   The ITB and all bid documents are sent to the bidder via email, fax, or USPS. If the ITB is mailed, no cover sheet is needed.
   1. Refer to Buyer's Solicitation Form (Purple Sheet) for required information
   2. Save and Print in the appropriate folder on the (G:) Drive

G. Staff Assistant will place the following items, in the following order, on top of the classification folder
    1. Fax or Email Cover Sheets
    2. Copy of ITB
    3. Specifications/Terms and Conditions
    4. Bid Sheets (if applicable)
    5. Attachments (if applicable)
    6. Vendor Reference List labels (if applicable)
    7. Vendor Reference List (if applicable)
    8. Any draft documents provided by the Buyer(s)

H. Staff Assistant transfers file to Buyer for review and approval

I. Buyer(s) reviews ITB Documents received from Staff Assistant (Buyer ITB Review Process)
    1. Invitation to Bid
        i. ITB Printed on correct form
            a. Invitation to Bid – One Time Purchase
            b. Invitation to Bid - Contract

        ii. Return Mail stamp affixed to ITB over Opening Date and Time
        iii. Dates match in the header of ITB
        iv. Required lines of requisition were generated into ITB

    2. Schedule of Events is complete
        i. Insert ITB number where outlined
        ii. Insert dates

    3. Special Conditions, if applicable
    4. Specifications/Terms and Conditions
        i. Insert ITB number where outlined
        ii. Bid Bond (optional)
        iii. Performance Bond (optional)

    5. Bid Sheet
        i. Insert ITB number where outlined
        ii. Bid Sheet locked down
            a. Bidders should only be allowed to type in specific cells
            b. Lock spreadsheet with the quote number as the password

J. Buyer reviews and approves Fax or Email Cover Sheets for accuracy

K. If any changes are necessary, Buyer will return to Staff Assistant for changes

L. Buyer will return to Staff Assistant for faxing, e-mailing, or mailing

M. Staff Assistant will fax, email or mail ITB and any related bid documents to the bidder
    1. Print a copy of ITB and all related bid documents sent to the bidder
    2. File according to SOP 1, File Configuration & Maintenance
    3. Date and Initial according to SOP 5, Buyer's Solicitation Form (Purple Sheet)
    4. Print and file all email correspondence or fax confirmation

N. Buyer confirms Letters sent

O. Procurement Supervisor

   1. Works with Buyer throughout all processes
   2. Monitors and updates SPB Procurement Tracking System as needed
      i. If delays appear, works with Agency and Procurement Manager to ensure that all understand the issues and are aware of revised timetable.

V. ITB Opening (Return Mail Opening Checklist)

Return Mail ITBs are opened when the Return Mail is completed and returned by the bidder(s) or on specified Opening Date. Bidder(s) may fax or email a copy of the ITB to SPB.

A. Receiving Bids

All bids are received through the Front Desk. Staff will complete the following upon receiving bids via fax, mail, hand delivery, etc.

1. Timestamp the bid immediately upon receipt
   i. If unable to date/timestamp the actual item, use a piece of paper and tape to the bid package (the UPS or FedEx slip if possible)

2. Mark Bid Number, Opening Date, and Buyer clearly on package
   i. If a bid arrives and is not labeled as a bid, Front Desk Staff will open the bid, indicate the bid number, opening date, and Buyer on the package, then reseal the bid and proceed with receiving.

3. Returned Mail Bids
   i. Can be identified by looking at the Opening Date and time and it says Returned Mail
   ii. Does not need to be logged
   iii. Timestamp and give to the Buyer
   iv. If the ITB has an Opening Date, the Buyer will hold bids until Opening

4. Faxed/e-mailed Bids
   i. Print the bid documents and place in an envelope marked with the bid number, opening date, Vendor name and write Faxed or E-mailed on the envelope
   ii. If bid is too large for a regular envelope, use whatever fits best (larger envelope, box, etc.)
   iii. Does not need to be logged
   iv. Timestamp and give to the Buyer
   v. If the ITB has an Opening Date, the Buyer will hold bids until Opening

5. Bid Envelope
   i. Bid must be sealed.
   ii. If bid was sent sealed and seal is breaking, reseal
   iii. If a Vendor brings in an unsealed bid, SPB will not provide supplies to seal documents
      a. Vendor may purchase materials needed at the U.S. Post Office in the NSOB

B. Commodity Bid Opening (ITB Opening Checklist)

1. Buyer retrieves all bid packages from Front Desk
2. Buyer opens sealed proposal packages
3. Buyer removes date/time stamp from the package for each bid and affixes date/time stamp to the original submitted bid
   i. No one writes on original bid

4. Buyer checks for Proprietary Information
5. Buyer reviews for mandatory requirements (may be completed during or post bid opening)
   i. Signature in ink on ITB
   ii. Certificate of Insurance (if required)
   iii. Bond (if required)
      a. If required, checks for inclusion and conformity (See SOP 9, Bonds)

   iv. Confirms that samples were received (if applicable)

6. Proprietary Information
   i. Ensure that the ITB Number is clearly marked on the proprietary information
      a. Submit to Administrative Assistant for logging. Return to Buyer for placement in Red Folder.

   ii. Label proprietary information with a proprietary label

7. Buyer submits Bids to Staff Assistant, within ITB redrope, in alphabetical order
   1. No Bids and Invalid Bids are arranged alphabetically behind all valid bids
   2. Staff Assistant will prepare bid tab, according to SOP 18, Bid Tabulation, Proofing, Award Explanation

VI. ITB Bid Tabulation and Review (ITB Bid Tab Checklist)
   See SOP 18, Bid Tabulation

VII. Pre Contract Award activities (Return Mail Pre Contract Award Checklist)
   A. Award of Bid (AOB Checklist) (Required if $25,000 or more and less than 3 bids were received)
      See SOP 14, Award of Bid Process
   B. Certificate of Insurance (COI Checklist) (if applicable)
      See SOP 10, Certification of Insurance (COI)
   C. Bond (if applicable) (Bond Checklist)
      See SOP 9, Bonds
   D. Nebraska Contractor Registration Act, if applicable
      1. If bidder is a construction contractor, bidder must provide Certificate of Registration from the Department of Labor
      2. Certificate of Registration is valid for a one year period, as dated on the certificate

   E. Exceptions (if applicable)
      1. Buyer will review and confirm that the Agency is agreeable to any exceptions
      2. Buyer will review exceptions with Legal Counsel
      3. Buyer receives approval from Legal Counsel on exceptions
      4. Buyer contacts bidder, when necessary, to discuss exceptions

   F. Buyer Prepares Bid for Award
      1. Confirm Copyrighted & Proprietary pages are clipped
      2. Confirm Proprietary & Copyrighted Statement is included
         i. All copyrighted and proprietary information are included
         ii. If no copyrighted and proprietary information exists, mark none on the form

VIII. Initial Contract Award
   See SOP 31, Initial Contract Award
   Or

IX. Purchase Order

See SOP 41, Purchase Orders and Change Orders

X. Rejection of all Bids (Reject all Bids Checklist)

An Agency may determine to reject the Return Mail bid for different reasons. Regardless of the reason, the Agency must notify SPB in writing that they are requesting the Return Mail bid to be rejected, as well as justification.

Reject all Bids Justification Form

Requesting Agency: ______________________________ Date: ____________

Bid Number: ____

Description of Bid: ____

____

Reason for Rejection Request: ________________________________

____

____

Buyer's Signature: ______________________________ Date: ____________

Procurement Supervisor's Signature: ____________________ Date: ____________

Procurement Manager's Signature: ______________________ Date: ____________

Materiel Administrator's Signature: _____________________ Date: ____________

A. Agency submits request and justification to reject all bids in writing to SPB
B. Buyer completes and signs Reject all Bids Justification Form
C. Buyer forwards Reject all Bids Justification Form to Procurement Supervisor to begin the signature process
   1. Procurement Supervisor will forward form to Procurement Manager for signature
   2. Procurement Manager will forward form to Materiel Administrator for signature

D. Buyer receives completed Reject all Bids Justification Form with all signatures
E. Buyer provides file and Reject all Bids Justification Form to Staff Assistant
F. Staff Assistant generates and saves Rejection of Bids letter
G. Buyer reviews, approves, and returns to Staff Assistant for mailing
H. Staff Assistant will mail Rejection of Bids letter to supplier by U.S. Mail
I. Staff Assistant will print and file document and return file to Buyer
J. Staff Assistant cancels ITB in PFC
K. Buyer will prepare file for records
   See SOP 54, Records Management
   1. Buyer will ensure all documents and emails are included within the file
      i. Ensure all submitted bids are within the file

   2. If ITB will be rebid, the Buyer may hold the ITB in the library as a reference
      i. Must be prepared for Records Management when new ITB is put out for bid

L. If Agency desires rebid, the ITB process will start from beginning

3. *References*

SOPs:
SOP 1, File Configuration & Maintenance
SOP 9, Bonds
SOP 10, Certificate of Insurance
SOP 13, ITB Process, One Time Purchase or Contract (Commodity)
SOP 14, ITB Process, Restrictive
SOP 15, ITB Process, Sole Source
SOP 16, ITB Process, Return Mail
SOP 18, Bid Tabulation
SOP 31, Contract Award, Initial Period
SOP 50, Purchase Orders and Change Orders
SOP 54, Records Management

Forms:
Buyer's Solicitation Form (Purple Sheet)
Buyer's Instructional Form (Pink Sheet)
Timeline Form
Award of Bid (if applicable)
Declaration Concerning Conflict of Interest and Confidential Information for Invitations to Bid
Rejection of All Bids Justification

Checklists:
Commodity Identification (Supervisor only)
Return Mail checklist (all applicable tabs)
Contract Checklist (Contract Initial Award tab) (if applicable)
Purchase Order and Change Order Checklist (Purchase Order tab) (if applicable)

Folders:
Grey/Green for ITB
Blue for Contract (if applicable) (See SOP 1 for file configuration)

NEBRASKA Administrative Services Materiel Division	SOP Number:	18
	SOP Name:	Bid Tabulation
	Revision Number:	R3
	Implementation Date:	01/08/2013
State Purchasing Bureau (SPB)	Last Reviewed/Update Date:	05/07/2015
SOP Owner: SOP Review Team	Approval:	

Standard Operating Procedure, Bid Tabulation

1. *Overview*

A key mission of the SPB is to secure competition ensuring the best value for the State. The Invitation to Bid (ITB) process is used for the formal procurement of commodities, whether for a one-time purchase or to establish a commodity contract.

The Bid Tabulation is used to document and compare competitive bids received and is of vast importance within the ITB process. The Bid Tabulation process only begins after the ITBs are publicly opened and reviewed by the Buyer(s) for mandatory requirements (See SOP 8, Bid Opening). Bid Tabulations should be posted to the SPB website within 48 hours of bid opening. More complex ITB's may require additional time. Once award determination has been made, after review by SPB and the Agency or Agencies involved, an Awarded Bid Tabulation is posted.

Checklists are required for different areas of the ITB process, and are to be attached within the classification folder. Items on the checklist will be marked off, dated, and initialed as tasks are completed. ITB checklists will also include Milestone Reviews.

The required checklist for the Bid Tabulation process is:

- ITB Bid Tabulation

See references for more information

2. *Procedure*

I. Staff Assistant Prepares Bid Tabulation (ITB Bid Tabulation Checklist)
   A. Cross-check Bid Log against ITBs submitted to ensure that the proper number of bids are included within the Red Rope for Bid Tabulation entry
   B. Choose Bid Tabulation Template for use
      1. May look up and use previous bid tab for a template, if available, but never use a copy of the previous Bid Tabulation
         OR
      2. Use ITB Bid Sheet (if a Bid Sheet was used)
         OR
      3. Use Bid Tabulation Templates
         Refer to the Buyers Solicitation Form (Purple Sheet) to see if the buyer indicated extended price. If any supplier provides payment terms, these will need to calculate the bid tab to reflect the discounted price, if terms are 30 days or more.
         i. Located at G:\Purchasing\Commodities\Bid Tabs\Bid Tab Templates
         ii. Templates include:
            a. 111of Template – No Extended Price With Discount
            b. 111of Template – No Extended Price
            c. 112of Template – Extended Price
            d. 112of Template – Extended Price and Discount

   C. Formatting Spreadsheet (See Figure 1 and 2)
      1. Font = Arial
      2. Size = 10 point
      3. Wrap Text
      4. Center Vertically
      5. Use caps and lower case as you would for proper names and sentences
      6. No Bold, Underline, or Italics
         i. The only things that should be typed in bold are “No Bids”, “Explanation”, “Invalid Bid” “Award”, “Partial Award”, “Award – See Explanation”

      7. Use regular 8.5 x 11 paper
         i. Do not use legal or any other size of paper because SPB cannot assume that these paper sizes are available for use by SPB customers

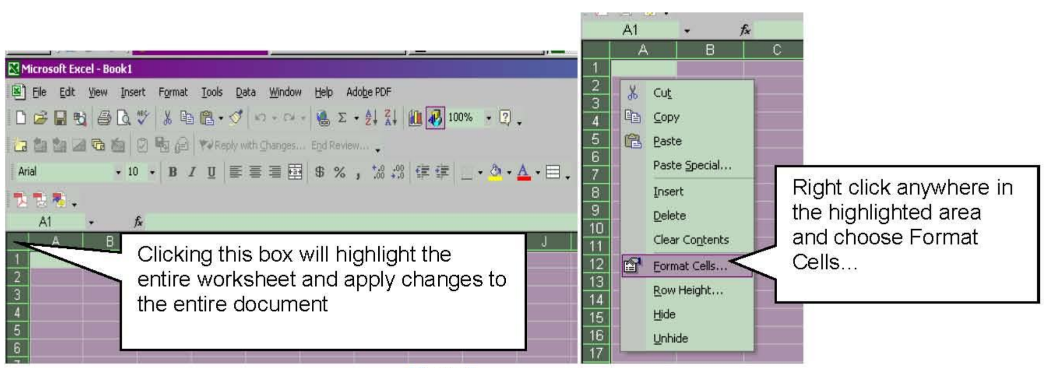


Figure 1

All information under the Alignment tab should be as shown below. Sometimes the Wrap text box appears to be checked but it is grayed out. Staff Assistant has to physically check it to have it actually wrap.

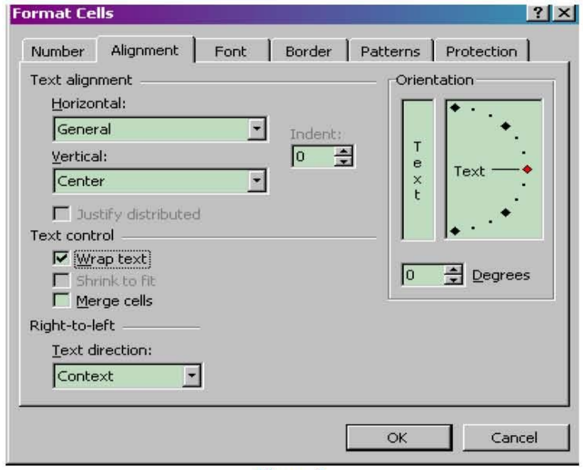


Figure 2

D. Margin, Page Layout, Alignment Formatting (See Figure 3)
   1. Margins
      i. Top: 0.5
      ii. Bottom: 0.5
      iii. Left: 0.25
      iv. Right: 0.25
      v. Header: 0.25
      vi. Footer: 0

   2. Center on Page "Horizontally"
   3. Set Page to "Landscape"

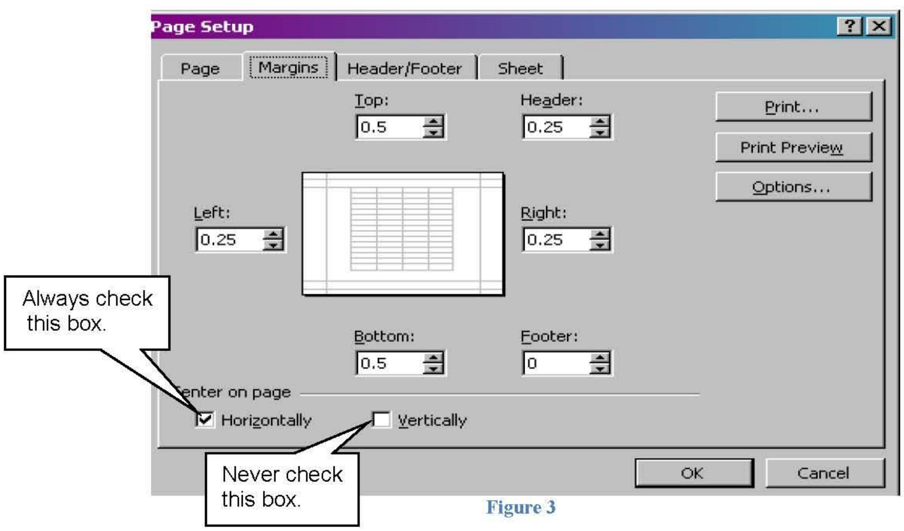


Figure 3

E. Formatting and Completing Header (See Figure 4)
    1. Font = Arial
    2. Size = 10 point
    3. Use caps and lower case as you would for proper names and sentences
    4. No Bold, Underline, or Italics
    5. Left Section of Header: "Buyer: Buyer name (who solicited the ITB)"
    6. Center Section of Header: "ITB Number" with "Agency Name" below
    7. Right Section of Header: "Opening Date: Date ITB opened"

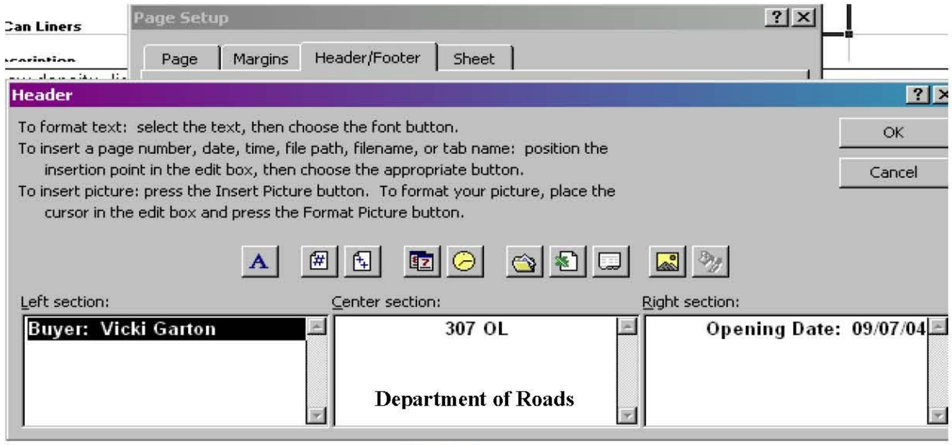


Figure 4

F. Formatting and Completing Footer (see Figure 5)
    1. Font = Arial
    2. Size = 10 point
    3. No Bold, Underline, or Italics
    4. Center Section of Footer: "Page 1 of ?"

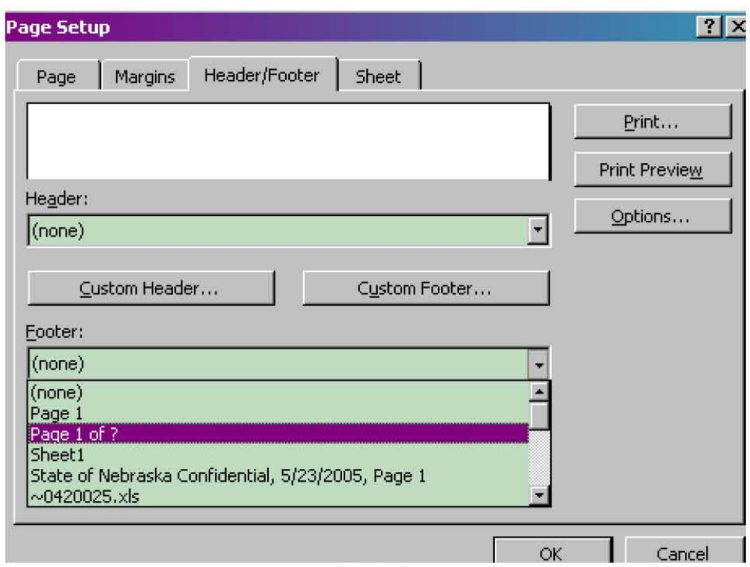


Figure 5

II. Staff Assistant will Enter Data Submitted by Supplier

A. Enter Data from Solicited ITB:

1. Line Number
   i. Line Number is to correspond with line number from solicited ITB
   ii. Column in center aligned

2. Description
   i. Line Description from the solicited ITB, that corresponds with the line number
   ii. Column is left aligned

3. Quantity
   i. As identified on the solicited ITB, that corresponds with the line number
   ii. Column is center aligned

4. Unit of Measure
   i. As identified on the solicited ITB, that corresponds with the line number
   ii. Column is center aligned

B. Enter "Supplier Name" in Column Headings

1. Each bid, with the exception on "No Bids" will require a column
2. Supplier Bids will be entered alphabetically
3. Enter names as listed by supplier on ITB
4. Names should be centered in cell
   i. Column is not to be centered
   ii. Adjust column widths evenly, Staff Assistant may use own judgement

C. Enter each suppliers information, as submitted by the supplier

1. Unit Price
   i. Enter price as submitted by supplier
   ii. "Accounting" format is used with these cells
      a. Minimum two decimal places
      b. If a supplier submits unit price as three or more decimal places, then four decimal places must be used in all unit price columns for all suppliers, to get a true and accruate calulation

2. Extended Price (if applicable)
   i. Calculate price by entering formula
      a. Quantity * Unit Price = Extended price
      b. If extended price differs from suppliers bid, do not revise
      c. Unit Price governs

   ii. "Accounting" format is used with these cells
      a. Minimum two decimal places
      b. If four decimal places were used in the unit pirce, extended price must also be four decimal places, in all extended price columns

3. Totals (if applicable)
   i. Sum of each column

4. Payment Terms
   i. Enter payment terms as submitted by supplier on front page of suppliers bid
   ii. If supplier has left this field blank, Staff Assistant will leave field blank
5. Delivery Days ARO
   i. Enter Delivery Days ARO as submitted by supplier on front page of suppliers bid
   ii. If supplier has left this field blank, Staff Assistant will leave field blank

6. Comments
   If a supplier has additional comments on their bid, these will be placed here.

D. No Bids and Invalid Bids (See figures 6 and 7)
   1. No Bid
      i. Indicate when one or more no bids are submitted. “No Bids” will be bold and centered with a line underneath and the suppliers listed in alphabetical order below. This is normally located under the last few columns. This should be one of the last items printed on the last page.

Buyer: Michelle Musick

4107 OF
Game and Parks

Opening Date:09/19/12

Line #	Fishing, Hunting, Big Game, Boating, Waterfowl and Turkey Guides			Omaha Print	RR Donnelley (Moore Wallace)	Walsworth Publishing Company
	Description	QTY	UOM	Unit Price	Unit Price	Unit Price
171	4/4 RECY COV 100M-124,999 PRINT/ASSEMBLE 4 COLOR 80LB,#3	125.00	M	$ 22.30	$ 36.51	$ 27.93
172	4/4 RECY COV 125M-149,999 PRINT/ASSEMBLE 4 COLOR 80LB,#3	150.00	M	$ 20.96	$ 35.26	$ 26.88
173	4/4 RECY COV 150M-174,999 PRINT/ASSEMBLE 4 COLOR 80LB,#3	175.00	M	$ 20.12	$ 34.38	$ 26.14
174	4/4 RECY COV 175M-199,999 PRINT/ASSEMBLE 4 COLOR 80LB,#3	200.00	M	$ 19.60	$ 33.71	$ 25.57
175	4/4 RECY COV 200M-224,999 PRINT/ASSEMBLE 4 COLOR 80LB,#3	225.00	M	$ 19.12	$ 33.20	$ 25.13
176	4/4 RECY COV 225M-249,999 PRINT/ASSEMBLE 4 COLOR 80LB,#3	250.00	M	$ 18.84	$ 32.78	$ 24.77
Payment Terms				Net 30	0 30 DAYS	0 NET 30 DAYS
Delivery Days ARO				10		as requested
Comments						

Invalid Bid:
Jacob North - Pricing on the Invitation to Bid was not typrwritten or in ink per the Standard conditions and Terms of Bid Solicitation and Offer Invitations to Bid and Contract Awards

Figure 6

Buyer: Michelle Musick

3954 OF
Nebraska Department of Roads

Opening Date: 04/30/12

					AWARD	AWARD
Highway Deicing Salt				Blackstrap Inc	Central Salt	Nebraska Salt & Grain Co
	Description	Qty	UOM	Unit Price	Unit Price	Unit Price
1	Salt Region 1 Peak	15000	TN	$ 58.40	$ 51.72	$ 51.60
2	Salt Region 1 Off-Peak	30000	TN	$ 49.40	$ 42.74	$ 45.00
3	Salt Region 2 Peak	10000	TN	$ 57.50	No Bid	$ 52.11
4	Salt Region 2 Off-Peak	20000	TN	$ 49.50	No Bid	$ 49.07
5	Salt Region 3 Peak	3700	TN	$ 67.35	No Bid	$ 60.03
6	Salt Region 3 Off-Peak	7400	TN	$ 57.25	No Bid	$ 50.11
7	Salt Region 4 Peak	2300	TN	$ 72.90	No Bid	$ 63.36
8	Salt Region 4 Off-Peak	4700	TN	$ 63.80	No Bid	$ 58.17
Payment Terms				0% 15 Days	N/A	Net 30
Delivery Days ARO				30 Days	1 - 7 Days As required	AS REQUIRED
Comments				Crushed Rock Salt	Crushed Rock Salt	Crushed Rock Salt

Invalid Bid
Paul Bartels Trucking Co - Vendor did not attend the Mandatory Pre-Bid Meeting.

No Bid
Independent Salt

Figure 7

2. Invalid Bid
   i. All of the information will be keyed in as a valid bid
   ii. Indicate when one or more invalid bids are submitted. "Invalid Bids" will be bold and centered with a line underneath and the suppliers listed in alphabetical order below. This is normally located under the last few columns. This should be one of the last items printed on the last page.

E. Format Borders
   1. Bid Tabulation is to be encompassed by borders (See Figure 6 and 7)

F. Set Bid Tabulation to Print Descriptions/Heading on every page (See Figure 8)

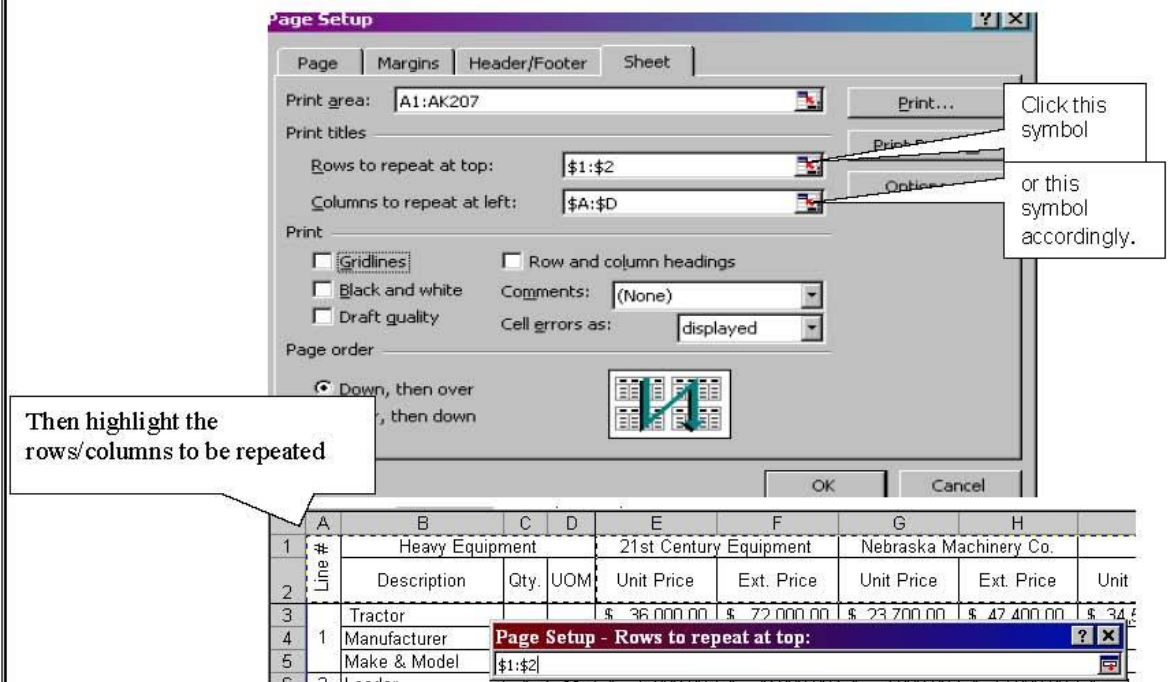


Figure 8

(Continued, page 8)

G. Format Page Scaling to be between 95 – 100% (See Figure 9)
   1. Do not set below 95%, Bid Tabulation becomes difficult to read

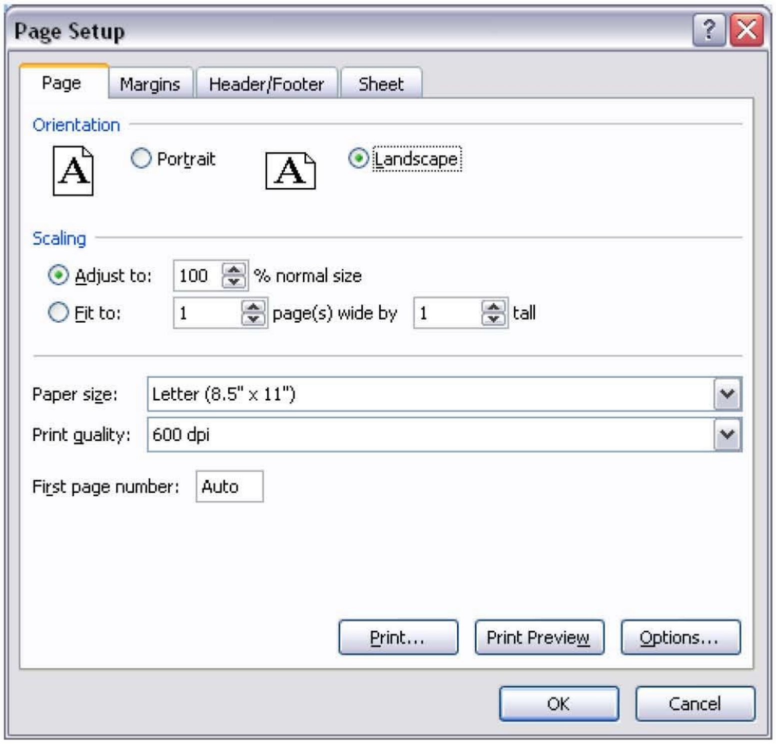


Figure 9

H. Save Bid Tabulation at G:\Purchasing\Commodities\ within appropriate Quote folder
   1. Save as Quotation Number/Document Type + Description of Core Item(s)
      i. Example: 3899 OF Portable Dynamic Signs

I. Print Bid Tabulation
   1. Place on top of the file for the Buyer

J. Bid Tabulation is always read aloud and reviewed against each ITB by two people
   1. May include another Buyer or other support staff, as available
   2. If the Staff Assistant who did key the data assists in proof reading, the Staff Assistant should read the ITB responses aloud to the person who did not key or input the data

K. After Bid Tabulation is completed, both reviewers will Initial and Date Checklist
L. Return Red Rope to Buyer for proof reading

III. Buyer Proof Reads Bid Tabulation
   A. Ensure Correct Bid Tabulation Template was used
   B. Return Bid Tabulation to Staff Assistant for changes, if needed
   C. Buyer Proofs Bid Tabulation, Initials and Dates checklist if correct

IV. Post Bid Tabulation
   A. Staff Assistant posts Bid Tabulation to SPB website
   B. Staff Assistant prints three (3) copies
      1. One for the quote file
      2. One for the contract file
      3. One for the Buyer

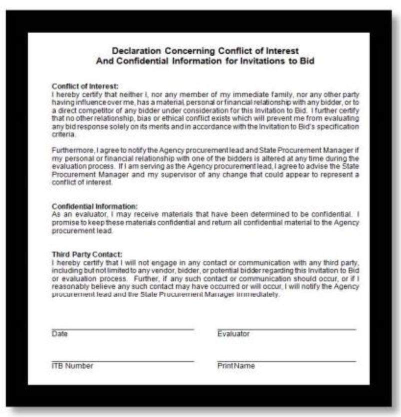
   C. Staff Assistant will Initial and date Bid Tabulation slip "Posted By:" (See Figure 8)

V. Buyer sends scanned copy of submitted bids and Bid Tabulation to agency
   A. Confirm Bid Tabulation posted to website
   B. Send Declaration concerning Conflict of Interest and Confidential Information for signatures
   C. Scan or copy submitted bids (if vendor was not required to provide a copy of their ITB as part of the specifications)
   D. Email and send copy of submitted bids and Bid Tabulation to Agency contact for review and recommendation.
      1. To avoid having to print every attached ITB and bid tab for retention in the file, please state the following within the email to the agency:

         "Attached are scanned copies of the original submitted bids and bid tabulation. The original submitted bids and bid tabulation are housed at State Purchasing Bureau in the associated file."

      2. Print this email only for retention within the file. This will maintain the file integrity without the necessity of printing multiple attachments.
      3. All original bids are retained at the SPB office. Originals are not to leave the SPB office

VI. Award Recommendation
   A. Send Declaration concerning Conflict of Interest and Confidential Information for signature



Declaration Concerning Conflict of Interest
And Confidential Information for Invitations to Bid

Conflict of Interest:
I hereby certify that neither I, nor any member of my immediate family, nor any other party having influence over me, has a material, personal or financial relationship with any bidder, or to a direct competitor of any bidder under consideration for this Invitation to Bid. I further certify that no other relationship, bias or ethical conflict exists which will prevent me from evaluating any bid response solely on its merits and in accordance with the Invitation to Bid's specification criteria.

Furthermore, I agree to notify the Agency procurement lead and State Procurement Manager if my personal or financial relationship with one of the bidders is altered at any time during the evaluation process. If I am serving as the Agency procurement lead, I agree to advise the State Procurement Manager and my supervisor of any change that could appear to represent a conflict of interest.

Confidential Information:
As an evaluator, I may receive materials that have been determined to be confidential. I promise to keep these materials confidential and return all confidential material to the Agency procurement lead.

Third Party Contact:
I hereby certify that I will not engage in any contact or communication with any third party, including but not limited to any vendor, bidder, or potential bidder regarding this Invitation to Bid or evaluation process. Further, if any such contact or communication should occur, or if I reasonably believe any such contact may have occurred or will occur, I will notify the Agency procurement lead and the State Procurement Manager immediately.

Date ____________ Evaluator ____________

ITB Number ____________ Print Name ____________

B. Agency submits written award recommendation
   1. Agency award recommendation should coincide with the Bid Tabulation
      i. Justification must be provided and reviewed if recommendation differs from the Bid Tabulation
         a. Procurement Supervisor will meet with Procurement Manager, and/or Materiel Administrator, and/or legal counsel as needed
         b. Buyer will need to request written clarification from the Agency if the Award Recommendation is not clear to define why the Agency is selecting a different supplier

C. Contact Agency to acknowledge confirmation that the award recommendation is accepted
D. Buyer prints email and other correspondence and meet with Procurement Supervisor for Milestone Review and update Timeline and Buyer Assignment sheets

VII. Pre Contract Award Activities (Pre Contract Award Checklist)

See SOP 13, ITB Process

3. References

SOPs:
SOP 1, File Configuration and Maintanence
SOP 13, ITB Process

Checklists:
ITB Checklist (Bid Tabulation tab)

Forms:
Declaration Concerning Conflict of Interest and Confidential Information for Invitations to Bid form

Folders:
Grey/green for ITB

NEBRASKA Administrative Services Materiel Division	SOP Number & Name:	SOP 19, Direct Purchase Authority (DPA)
	Revision Number:	Original
	Implementation Date:	01/07/2013
State Purchasing Bureau	Last Reviewed/Update Date:	12/21/2012
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Direct Purchase Authority (DPA)

NOTE: *"Advisor" means "State Procurement Supervisor" within all SOP's. (7.5.2013)*

1. Overview

Direct Purchase Authority (DPA) is the procedure by which commodity procurements between $10,000 and $24,999.99 are processed by the State Purchasing Bureau (SPB). SPB reviews the bids/quotes gathered by the agency requesting the procurement action.

The DPA process is part of the "Informal" bid process. SPB is not required to publicly post the request. Fax, email and phone bids are acceptable. As a general rule, obtaining a bid in written form is always preferable to a verbal commitment.

Once these commodity procurements are reviewed and approved, SPB grants authorization within the Payroll and Financial Center that allows agency staff to generate a purchase order for the procurement.

The Direct Purchase Authority (DPA) process requires coordination and collaboration between the agency requesting the purchase and SPB. Both the agency and SPB have responsibilities within the process to ensure successful completion of any requested DPA procurement.

EXCEPTION ITEMS: The DPA process may not be applicable to all exception items. Please refer to the list below for exception items and the SOPs that relate to them.

- Printing – SOP 29, Printing Requisitions
- Weapons – SOP 56, Weapons
- Furniture – SOP 22, Furniture Requisitions
- Vehicles – SOP 28 Vehicle Requisitions
- Micrographic Equipment/Copiers – SOP 57, Copier Requisitions
- Mail Equipment – SOP 58, Mail Equipment Requisitions
- Office Supplies – SOP 59, Office Supply Requisitions

Direct Purchase Authority (DPA) deadlines will be tracked within the SPB Procurement Tracking System. The deadlines for DPA tasks will not begin for the Buyer until all documents are received from the Agency.

Advisor responsibilities througout the DPA process include:

- Updating SPB Procurement Tracking System
- Assisting Buyer(s) in communicating with APC
- Assisting Buyer(s) with issues
- Updating Procurement Manager on status and/or potential issues
- Proactive communication with APC and/or agency stakeholders

Checklists are required for the DPA process, and are to be attached within the classification folder. Items on the checklist will be marked off, dated, and initialed as tasks are completed. DPA checklists will also include Milestone Reviews. The required checklists include:

- Commodity Identification
- Direct Purchase Authority

2. Procedure

I. Commodity Identification (Commodity Identification Checklist)

A. Front Desk Staff Assistant receives commodity requisition through the Payroll and Financial Center

B. Front Desk Staff Assistant prints and files the following documents
1. Requisition
2. Approval Route
3. Procurement Plan Checklist for Goods
4. Draft of Specifications
5. Tentative Schedule of Events
6. Specification Comparison Tool Form
7. TSB approval (if vehicle related)
8. OCIO approval (if IT related)
9. Other approval (if Special Commodity related)
10. Copy of GSA Pricing (if applicable)
11. ITB Attachments
12. Bid Sheets (if applicable)
13. List of Vendors
14. Most recent copy of grant (if applicable)
15. Any other attached documentation

C. Front Desk Staff Assistant forwards file to the appropriate Advisor

D. Advisor reviews requisition and documentation
Documents to be attached to the requisition are:
1. Procurement Plan Checklist for Goods (Agency to complete as much as possible)
2. Draft of specifications
3. Tentative Schedule of Events
4. ITB Attachments, as applicable, including but not limited to:
    i. Specification Comparison Tool form
    ii. TSB approval – in approval route (if vehicle related)
    iii. OCIO approval (if IT related)
    iv. Other approvals – ie. Furniture (if Special Commodity related)
    v. Copy of GSA pricing (if applicable)
    vi. Restrictive Justification (if applicable) (See SOP 15, ITB Process, Restrictive)
    vii. Sole Source Justification (if applicable) (See SOP 16, ITB Process, Sole Source)
    viii. Testing Protocol for Samples (if applicable)
    ix. Bid Sheets (if applicable)

5. List of Vendors
6. Most recent copy of grant (if applicable)

Upon agency approval of the requisition, the requisition routes electronically to SPB, with the above documentation attached. The requisition, with attached documents, will be submitted to SPB prior to the Intake Meeting. If any documentation is missing, the Advisor will contact the Agency to attach the missing documents.

E. Advisor(s) assigns to SPB Buyer

1. Advisors are assigned specific agencies for whom they are the primary point of contact, but ITB processing may cross those assignments.
    i. Advisors work together to ensure good communication between each other, SPB teams and APC/agency.

2. Advisor(s) assigns and notifies Buyer(s) based on dollar value and complexity Advisor assignment is based upon Agency submission. Buyer will be responsible for researching commodity identification further.
    i. Green/Express Team: typically processes Direct Purchase Authority requests for items estimated between $10,000 and $24,999.99, completed within 3 days of receipt.
        a. Direct Purchase Authority (DPA)

    ii. Yellow/Basic Team: ITB's estimated between $25,000 and $499,999.99, completed within 40 days
        a. One Time Purchase
        b. Contract
        c. Restrictive
        d. Return Mail
        e. Sole Source

    iii. Red/Complex Team: ITB's estimated $500,000 or over, completed within 45 days
        a. One Time Purchase
        b. Contract
        c. Restrictive
        d. Return Mail
        e. Sole Source

II. DPA Activities (Direct Purchase Authority Checklist)

A. Advisor enters the requisition arrival date into the SPB Procurement Tracking System and creates the initative within the electronic system

B. Advisor and Buyer(s) each create a folder in their Outlook e-mail
   1. E-mail correspondence received regarding this requisition should be placed in this folder

C. Review Three (3) Quotes/Bids
   Justification is not required, but recommended, for a Sole Source or Restrictive DPA since DPA's are processed when item(s) are below $25,000. Therefore, it is recommended that the Agency provide three quotes, but is not required.

   1. Buyer reviews each quote/bid separately and compares them to one another:
   2. FOB Destination
      i. If quote is NOT FOB Destination, has freight been included as a separate line item?
      ii. If Yes, then the total of that vendor's quote is the cost + freight
      iii. If Yes, has the vendor quoted a specific amount or is freight estimated? Freight estimates, by their nature, may skew the comparison and are to be avoided

   3. Has the quote/bid expired?
      i. Many quotes are only good for a specific period of time

   4. Are the goods being compared comparable to each other?

D. When would an SPB Buyer gather quotes/bids as opposed to the agency?
   1. This should be done rarely. It is best that the agency take responsibility for their request by providing accurate, timely quotes/bids. However, there may be situations where, within the best judgement of the Buyer and Advisor, the SPB Buyer may gather one or more quotes/bids to keep the process moving.

E. Buyer reviews documentation and requests additional clarification or updated documentation as necessary from the Agency

F. Buyer should consult with Advisor regarding questions on suitability of documentation as necessary

G. Approval
   1. Buyer stamps requisition with Direct Purchase Authority stamp
   2. Buyer signs and dates requisition
   3. Advisor initials and dates requisition
   4. State Procurement Manager initals and dates requisition

H. Buyer turns requisition into an OO document within Payroll and Financial Center
   1. Buyer ensures that DPA is entered into the Dev Request field in OO document

l. Buyer sends email to requesting agency/APC:

2. *Dear Insert Name,*
   The submitted requisition and documentation have been reviewed and Direct Purchase Authority given to <insert Requisition number/type> for the <insert item(s)> that the <insert agency> is requesting. You may now create the Purchase Order in Payroll and Financial Center by generating a Direct Purchase Authority Purchase Order (ZO) from requisition <insert OO number> OO.

3. References

State Purchasing Bureau, SOP 15, ITB Process, Sole Source

State Purchasing Bureau, SOP 16, ITB Process, Return Mail

State Purchasing Bureau, SOP 22 Vehicle Requisitions
State Purchasing Bureau, SOP 29, Printing Requisitions

State Purchasing Bureau, SOP 28 Vehicle Requisitions
State Purchasing Bureau, SOP 56, Weapons

State Purchasing Bureau, SOP 57, Copier Requisitions
State Purchasing Bureau, SOP 58, Mail Equipment Requisitions
State Purchasing Bureau, SOP 59, Office Supply Requisitions

NEBRASKA Administrative Services Materiel Division	SOP Number & Name:	SOP 20, Emergency Goods
	Revision Number:	Original
	Implementation Date:	01/07/2012
State Purchasing Bureau	Last Reviewed/Update Date:	01/07/2012
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Emergency Goods

***NOTE:** "Advisor" means "State Procurement Supervisor" within all SOP's. (7.5.2013)*

1. Overview

The emergency commodity purchase process is used when the value of the emergency purchase is $10,000 or greater and used for situations which endanger lives, property or the continuation of a vital program and which can be rectified only be immediate on-the-spot purchases or rental of equipment, supplies, or materials. State Purchasing Bureau's (SPB) role requires balancing agency needs for swift action while maintaining statutory requirements.

An emergency is defined in Statute 73-502 as:
Emergency means necessary to meet an urgent or unexpected requirement or when health and public safety or the conservation of public resources is at risk.

2. Procedure

I. Emergency Goods

A. The Agency identifies the emergency need.
Some examples:
1. A contract vendor for daily food supplies unexpectedly goes out of business
2. A lightening strike disables the electrical fencing system at a correctional facility and the controlling part must be replaced at a cost of $15,000
3. Flooding encroaches on a state building, requiring an immediate purchase of sandbags

B. Agency/APC contacts State Purchasing Bureau

C. SPB Procurement Manager approves, via email, the agency's emergency need

D. If time allows, the Agency/APC prepares specifications and solicits a minimum of three (3) telephone, fax or email bids
1. May use the Telephone/Emergency Quote form

E. Agency evaluates bid responses and awards to the lowest responsible bidder

F. Within three (3) days, the agency enters a Purchase Order in the Payroll and Financial Center
1. Agency attaches justification for emergency need, three bids (if obtained), and all documentation

G. SPB receives Purchase Order electronically
1. Procurement Manager or designee will approve the Purchase Order within the Payroll and Financial Center if the value is below $25,000
   i. Agency will send purchase order to supplier upon SPB approval or is it SPB sends, and does the PO require SPB signatures?

2. Procurement Manager or designee will approve the Purchase Order within the Payroll and Financial Center if the value of the Purchase Order is $25,000 or greater and three (3) or more bids were documented
   i. Agency will send purchase order to supplier upon SPB approval or is it SPB sends, and does the PO require SPB signatures?

3. If the value of the Purchase Order is $25,0000 or greater, and less than three (3) bids were received:
   i. Procurement Manager or Advisor will assign a Buyer to complete an Award of Bid (AOB)
   ii. Buyer will complete AOB (Award of Bid Checklist)
      a. See SOP 14, Award of Bid (AOB) Process

   iii. After AOB is complete, Procurement Manager or Designee will approve Purchase Order within Financial and Payroll Center
      a. Agency will send purchase order to supplier upon SPB approval or is it SPB sends, and does PO require SPB signatures

Because the agency is entering a PO and not submitting a requisition, and it needs to approved within system, I am assuming the agency will send the PO, and may have already order the commodity prior to SPB approving PO. If this is the case, do we save any of these docements (hard copy) within our office?

3. References

State Purchasing Bureau, SOP 14, Award of Bid (AOB) Process
Nebraska State Statute 73-502

NEBRASKA Administrative Services Materiel Division	SOP Number & Name:	21
	SOP Name:	Fuel Purchase Requisitions and Fuel Report
	Revision Number:	R4
	Implementation Date:	01/07/2012
State Purchasing Bureau (SPB)	Last Reviewed/Update Date:	05/07/2015
SOP Owner: SOP Review Team	Approval:	

Standard Operating Procedure, Fuel Purchase Requisitions and Fuel Report

1. Overview

Fuel, as a commodity, has a highly time-sensitive pricing structure, which does not lend itself readily to fixed-price contracts. Consequently, requests above $10,000 route to SPB and must be turned around promptly, as one-time purchase orders.

Transportation Services Bureau (TSB) needing to purchase fuel likely to run $10,000 or over is asked to give SPB 24 hour notice prior to submitting their electronic requisition in the Payroll and Financial Center (PFC) system.

Fuel purchases occur around 8 to 12 times a year per fuel type on an "as needed" basis. Annually, approximately 50,000 gallons of E85 is purchased and approximately 80,000-95,000 gallons of E10 is purchased.

TSB will e-mail SPB to notify designated staff that they will be entering in a requisition or if they have already entered a requisition for fuel. This notification includes anyone within the approval route within PFC. The requisition should be received by SPB at least a day ahead of the actual order.

The SPB Buyer obtains a minimum of three (3) informal bids by phone and issues the resulting purchase order.

The SPB Buyer assigned to fuel purchases is also responsible for providing a semi-annual Fuel Report, for the month of April and October only, to the State Tax Commissioner by May 10 and November 10 of each year, per Statute 66-4,143:

> *(1)The materiel administrator of the Department of Administrative Services shall on or before the tenth day of the fifth calendar month following the end of a semiannual period submit to the Motor Fuel Tax Enforcement and Collection Division of the Department of Revenue a report providing the total cost and number of gallons of motor fuels purchased by the State of Nebraska during the preceding month. In providing such information, the materiel administrator shall total only those purchases which were fifty or more gallons and shall separately identify the amount of any state or federal tax which was included in the price paid.*

2. *Procedure*

I. Commodity Identification (Commodity Identification Checklist)
  A. Staff Assistant receives commodity requisition through the PFC
  B. Staff Assistant prints and files the following documents
    1. Requisition
    2. Approval Route
    3. Any other attached documentation

  C. Staff Assistant forwards file to the appropriate Procurement Supervisor
  D. Procurement Supervisor reviews requisition and documentation

  Upon agency approval of the requisition, the requisition routes electronically to SPB, with the above documentation attached. If any documentation is missing, the Procurement Supervisor will contact the Agency to attach the missing documents.

  E. Procurement Supervisor(s) assigns to SPB Buyer
    1. Fuel is a time-sensitive commodity; typically one buyer is assigned with another as a back-up in the event of absence.

II. Intake Activities (ITB Intake Checklist)
  A. Procurement Supervisor enters the requisition arrival date into the SPB Procurement Tracking System and creates the initative within the electronic system.

  B. Procurement Supervisor and Buyer(s) each create a folder in their Outlook e-mail
    1. E-mail correspondence received regarding this ITB should be placed in this folder

  C. Procurement Supervisor updates the SPB Procurement Tracking System to reflect the agreed-upon Completion Goal dates
  D. If further documentation or information is needed, the Procurement Supervisor and Buyer work with Agency

III. Fuel Purchase (Fuel Purchase Checklist)
  The most common fuel purchases are for E10 fuel
  A. Buyer uses Fuel Worksheet to solicit three bids (See Figure 1)(Worksheet subject to change)


Date: ______ Requisition Number: ______
Type of Fuel Bid: ______ Gallons: ______
Delivery Location: ______

INCLUDES STATE TAX X BUT NOT FEDERAL

Vendor	Phone	Fax	Contact	Price	E10 Option

COMMODITY CODES

E-85	405-11
E-10	405-14
Gasoline	405-15
Other Fuel	405-02

Figure 1

1. Buyer contacts the listed suppliers, found of the Fuel Worksheet, using the following information. "The State Purchasing Bureau is requesting bids for E10 fuel (or other type of fuel) for delivery after 6:00 p.m. tonight at the TSB Fleet Rental Center, 1501 "M" Street, Lincoln NE." Also state that "The bid price includes State Tax, but not Federal Tax."
   i. The delivery information is also provided from the requisition

2. E85 bulk purchase purchases: when ordering E85, 7,000 gallons, the buyer will need to do comparative pricing for E10, 8,000 gallons. The buyer requests pricing for both fuel types and designated gallons. Notify the suppliers that the State will be buying just one type, but wants pricing for both for pricing comparison reasons and to purchase the lower priced of E85 or E10.
   i. This comparative process is not to be applied to purchases of E10, 8,000 gallons.

3. The bidders are allowed two hours to respond
   i. If the contact person is away from their desk and if you have checked to see if they will be in for the day, Buyer may leave a message. The vendors will call back with their bid pricing.

4. Enter in each bidder's bid price on the fuel worksheet

5. E-mail TSB contact and list the prices provided by each bidder for TSB review.
   i. TSB will e-mail the buyer to inform buyer which bidder's price is acceptable
   ii. The buyer notifies the bidder that SPB will generate a purchase order and that it will be faxed by 2:00 p.m. for delivery of fuel after 6:00 p.m. that same day

A. Generate Purchase Order
   (See SOP 41, Purchase Order and Change Order)
   1. In addition, the Staff Assistant will need to provide a copy of the Purchase Order to the Buyer, to be filed in a folder marked Fuel Report.
   2. If under $25,000 Administrator signature not required.

B. Award of Bid (AOB) (if Applicable) (Award of Bid Checklist)
   If the bid amount is over $25,000 and less than three bidders responded, an AOB will need to be processed as soon as possible. Since fuel orders are time sensitive, an AOB is typically completed following the purchase order, but the AOB process should be started on the date of the fuel purchase.

   (See SOP 14, Award of Bid (AOB) Process)

C. Procurement Supervisor
   1. Works with Buyer throughout all processes
   2. Monitors and updates SPB Procurement Tracking System as needed
      i. If delays appear, works with Agency and Procurement Manager to ensure that all parties understand the issues and are aware of revised timetable.

3. *Fuel Report Process - Compliance with State Statute 66-4, 143*

This is a report of all semi-annual fuel purchases that are fifty (50) or more gallons for the months of April and October only. The Fuel Report (see Figure 2) and a memo letter are due by May 10 and November 10 each year to the State Tax Commissioner. Fuel information will need to be gathered from Nebraska Game & Parks Commission (NGPC), TSB, and the Nebraska Department of Roads (NDOR).

All documents are to be saved electronically in the appropriate folder.

Use Fuel Report Checklist

I. Obtain Fuel Receipts

Near the end of April and October of each year contact each agency for their fuel receipts, which should include type of fuel purchased, gallons, and total value. Fuel Receipts should be provided to SPB no later than May 6 and November 6.

A. Contact NGPC Budget and Fiscal Division for current contact
B. TSB, contact Fuel Buyer from SPB
C. NDOR, contact NDOR Controller

II. Buyer reviews receipts

Do not delay in reviewing fuel receipts to ensure that all documents are submitted to the State Tax Commissioner in a timely manner. Sometimes there is a delay when verifying from the supplier what fuel was purchased and if tax was added. In addition, sometimes the copies of the receipts are unreadable.

A. Fuel Calculation:
1. Check receipt/ticket to see if both the federal motor fuel excise tax and Nebraska's State tax is included. If receipt indicates that federal tax is included, subtract federal tax .184 from the total gallons purchased. State tax included in the receipt is okay, this will be deducted on the excel spread sheet fuel report that is submitted to the Tax Commissioner. (See Figure 2)

Department of Administrative Services

Revised
November 9

Materiel Division
State Fuel Cost Report

Prepared By
Buyer

	Gasoline		Gasohol		Diesel		Dyed Diesel		E85, E99, E70		E85, E99, E70 No Tax	
Agency	Gallon	Cost	Gallon	Cost	Gallon	Cost	Gallon	Cost	Gallon	Cost	Gallon	Cost
TSB			8000	$ 24,792.00								
DOR			43,319.74	$ 136,027.04	120,689.03	$ 434,586.93			6,003.30	$ 17,607.53		
G & P	6192.1	$ 20,297.03	200.00	$ 636.80	723.22	$ 3,790.63	3437.10	$ 11,079.37				
Totals Before Tax	**6,192.10**	**$ 20,297.03**	**51,519.74**	**$ 161,455.84**	**121,412.25**	**$ 438,377.56**	**3,437.10**	**$ 11,079.37**	**6,003.30**	**$ 17,607.53**	**0.00**	
Tax	**0.272**	**$ 1,684.25**	**0.272**	**$ 14,013.37**	**0.266**	**$ 32,295.66**			**0.272**	**$ 1,632.90**		
Totals After Tax		**$ 18,612.78**		**$ 147,442.47**		**$ 406,081.90**				**$ 15,974.63**		

Figure 2

2. If it is unclear or if the receipt doesn't indicate any tax, call the supplier to verify whether or not any tax was included in that purchase. If tax is included, subtract the federal tax from the total amount.
3. Dyed diesel will not have State or federal tax.
Once buyer has determined the correct price to report, tally all the receipts using the Fuel semi-annual Tabulations for Fuel Report Worksheet for NGPC, TSB, and NDOR for the purchase of the following:

i. Gasoline
ii. Gasohol (E10)
iii. Diesel
iv. Dyed Diesel
v. E85, E99, E70
vi. E85, E99, E70 No Tax

III. Total all purchases and enter data on the State Fuel Tax Report (See Figure 2)
  A. Complete fields as identified on the worksheet with the current fuel information, dates, etc.
  B. The Nebraska Department of Revenue sends an email reporting the posting of Nebraska's Motor Fuel Tax Rate semi-annually. (See Figure 3)
    1. Print news release and file with the Fuel Tax Report Folder, located in the fuel Buyer's office, to calculate the State tax for the reporting period.

From: Nebraska Department of Revenue [nerevenue@service.govdelivery.com]
Subject: Nebraska Motor Fuels Tax Rate Change Update

The Motor Fuels Tax Rate Set for January 1 through June 30, 20XX news release has been posted to our website.

Figure 3

  C. Send State Fuel Tax Report to NDOR Controller for agency review.

  D. Once approval is received from NDOR, Draft Fuel Report Memo
    1. Change month and dates on the memo
    2. Change name of the buyer if need be on the memo

  E. Print Memo and State Fuel Tax Report and forward to Materiel Administrator for signature
    1. Upon signature, make copies of the memo and State Fuel Cost Report for all the individuals listed on the memo and SPB
      i. Copy for SPB is to be filed in a folder marked Fuel Report.
  F. Send original signed memo and attached State Fuel Tax Report to Tax Commissioner

  G. Send copies of memo and State Fuel Tax Report to the individuals listed on the memo

3. References

SOPs:
SOP 14, Award of Bid Process
SOP 41, Purchase Orders and Change Orders
Nebraska State Statute 66-4,143

Checklists:
Fuel (all tabs)
Purchase Order (all applicable tabs)

Forms:
Fuel Worksheet
State Fuel Cost Report

Folders:

NEBRASKA Administrative Services Materiel Division	SOP Number & Name:	22 Furniture Requisitions, Non-CSI
	Revision Number:	R2
	Implementation Date:	01/07/2013
State Purchasing Bureau (SPB)	Last Reviewed/Update Date:	12/31/2014
SOP Owner: SOP Review Team	Approval:	

Standard Operating Procedure, Furniture Requisitions, Non-CSI

1. Overview

Furniture used by state agencies, boards, and commissions shall always be addressed by sourcing first through Cornhusker State Industries (CSI), the prison manufacturing division of the Nebraska Department of Correctional Services unless the item is not of an equal quality or the item may be procured from another source at a lesser cost. See Statute 83-145:

> *All departments, institutions, and agencies of this state which are supported in whole or in part by taxation for state purposes and all counties and other political subdivisions of this state shall purchase from the Department of Correctional Services all articles required by them produced, printed, or manufactured by offenders confined in facilities of the Department of Correctional Services, or elsewhere, including products of any farms operated by the department unless such articles of equal quality and materials could be purchased from another supplier at a lesser cost. The quality and materials must be certified as being equal by the materiel division of the Department of Administrative Services. No such article shall be purchased by any department, institution, or agency of the state from any other source unless excepted from the provisions of this section as provided in sections 83-144 to 83-152.*

At any dollar amount, agencies may purchase directly from CSI. Agencies may place orders via the CSI website, by fax, or by entering an OH purchase order (a type of purchase order specific to only CSI) within the Payroll and Financial Center (PFC).

CSI offerings, including both stock and custom items, are available on their website, which may be accessed through the Department of Correctional Services website. CSI provides “demo” models of chair types and has a showroom where customers may access various models. If an end user has not utilized these services from CSI, every effort should be made to do so.

If an agency has a need for an item of furniture that cannot be provided by CSI or the product is available at a lower cost from another Vendor that request – at any dollar value – must be routed through SPB for review.

See also Statute 83-147:

> *The Director of Administrative Services may create an exception from the mandatory provisions of sections 83-144 to 83-152 when in the opinion of the director, the article produced or manufactured does not meet the reasonable requirements of the department, institution, or agency of the state. The Director of Correctional Services may create an exception from the mandatory provisions of sections 83-144 to 83-152 in any case when the requisition made cannot be completely complied with on account of an insufficient supply of the article or supplies required, or otherwise. No such department, institution, or agency of the state shall be allowed to evade the intent and meaning of this section by slight violations from*

standards adopted by the department, when articles produced or manufactured by it in accordance with its standards are reasonably adapted to the actual needs of the department, institution, or agency.

Procurement Supervisor responsibilities throughout the DPA process include:

- Assisting Buyer(s) in communicating with Agency
- Assisting Buyer(s) with issues
- Updating Procurement Manager on status and/or potential issues
- Proactive communication with Agency

Checklists are required for furniture purchases, and attach within the classification folder. Items on the checklist will be marked off, dated, and initialed as tasks are completed. Furniture purchase checklists will also include Milestone Reviews. The required checklists include:

- Commodity Identification
- Special Requisition Checklist (Furniture Tab)

2. Procedure

I. Commodity Identification (Commodity Identification Checklist)

A. Staff Assistant receives commodity requisition through the PFC

1. Currently, an agency will enter an OW type of requisition within the PFC, which routes electronically to SPB, for any non-CSI furniture request.

B. Staff Assistant prints and files the following documents

1. Requisition
2. Approval Route
2. Draft of specifications
3. Tentative Schedule of Events
4. ITB Attachments, as applicable, including but not limited to:
    - i. Specification Comparison Tool form
    - ii. TSB approval – in approval route (if vehicle related)
    - iii. OCIO approval (if IT related)
    - iv. Other approvals – ie. Exceptions (if Special Commodity related)
    - v. Copy of GSA Supporting Documentation (if applicable)
    - vi. Restrictive Justification (if applicable) (See SOP 15, ITB Process, Restrictive)
    - vii. Sole Source Justification (if applicable) (See SOP 16, ITB Process, Sole Source)
    - viii. Testing Protocol for Samples (if applicable)
    - ix. Bid Sheet (if applicable)

5. Vendor Reference List
6. Most recent copy of grant (if applicable)

C. Staff Assistant forwards file to the appropriate Procurement Supervisor

D. Procurement Supervisor reviews requisition and documentation as printed and filed by Staff Assistant

Upon agency approval of the requisition, the requisition routes electronically to SPB, with the above documentation attached. The requisition, with attached documents, will be submitted to SPB. If any documentation is missing, the Procurement Supervisor will contact the Agency to attach the missing documents.

E. Procurement Supervisor assigns and notifies Buyer(s)

II. Review and Justification Process for Non-CSI Furniture Needs

A. Agency justification for Non-CSI Furniture

If the Agency is requesting Knoll furniture or any other furniture that may be on contract, notify the Agency to cancel their requisition and to create a Purchase Order off of contract. This does not apply to Office Depot and non-contract Knoll furniture items.

1. Due to Statute 83-145, it is not enough for an agency to simply prefer another brand or model over a CSI offering
2. Agency needs to provide substantive differences or distinct reasons why CSI products cannot meet their need. The most common reasons are:
   i. Medical Needs – Requires a doctor's prescription or special instructions from Vocational Rehabilitation (HIPPA information to be retained by Agency)
   ii. Matching Existing – Match current funiture agency currently has
   iii. Price or Availability – The price and/or availability is less and/or available than CSI can offer

3. Buyer will need to request written clarification from the Agency if the Justification is not clear for the need of a Non-CSI Furniture Process

B. Agency has provided documentation that the Agency has contacted CSI and that CSI can not meet the Agency needs

1. Not required on furniture purchases for "Medical Needs"
2. If documentation is not attached, Buyer will need to request that the Agency do so
3. Documentation needs to be attached within the Payroll and Financial Center

C. The Buyer may contact CSI Sales and Marketing staff directly, as well, to ascertain whether the requested item is within CSI's scope of production, to answer questions, or provide further justification

III. Approval and Purchase of Non-CSI Furniture Items

If Buyer approves the purchase of Non-CSI Furniture Items, the Buyer may complete the Direct Purchase Authority (DPA) process or complete a Purchase Order. DPA may be done at any dollar amount under $25,000.00, per the entire order. If the items can be purchased through Knoll or Office Depot, and are contract items, a Purchase Order may be done. Items $25,000.00 or greater will need to be completed through a formal bid process. Please see SOP 13, ITB Process, One Time Purchase, or Contract (Commodity); SOP 14, ITB Process, Restrictive; SOP 15, ITB Process, Sole Source; and SOP 16, ITB Process, Return Mail for additional information regarding formal bid processes unless items are on Knoll contract at any amount.

A. DPA

1. Approval
   i. Buyer stamps requisition with Direct Purchase Authority stamp
   ii. Buyer signs and dates requisition
   iii. Procurement Supervisor initials and dates requisition
   iv. Procurement Manager initals and dates requisition (over $10,000)

2. Buyer turns requisition into an OO document within PFC
   i. Buyer ensures that DPA is entered into the Dev Request field in OO document

3. Buyer sends email to requesting Agency:
   i. *Dear Insert Name,*
   Requisition and documentation has been reviewed and Direct Purchase Authority given to <insert Requisition number/type> for the <insert item(s)> that the <insert

agency> is requesting. The OO number is now <insert OO number>. You may now create the Purchase Order in Payroll and Financial Center by generating a Direct Purchase Authority Purchase Order (ZO) from requisition <insert OO number> OO for the <insert item(s)> to the low bidder <insert vendor/supplier name>.

B. Purchase Order
If a purchase order is to be completed for non-contract items, please refer to SOP 41, Purchase Orders and Change Orders

If items are to be purchased with a purchase order to Office Depot, pricing from the furniture account (private, restricted access website) or the public site (Public Office Depot website) is used, whichever is less. If items are less on the public site, the Office Depot Account Manager will need to be contacted to approve use of the lower price from the public site.

If items are to be purchased off of a GSA contract (not SPB's contract; see SOP 23, GSA for additional information), the Agency must provide the following documents to be attached to the Purchase Order:
- Cover page of the contract
- Terms and Conditions of the contract
- Pages from contract with pricing information for items purchased

C. Secretary of State Registration (Not Required unless formally bid)

3. *References*

<u>SOPs:</u>
SOP 1, File Configuration & Maintenance
SOP 13, ITB Process, One Time Purchase or Contract (Commodity)
SOP 14, ITB Process, Restrictive
SOP 15, ITB Process, Sole Source
SOP 16, ITB Process, Return Mail
SOP 23, GSA
SOP 41, Purchase Orders and Change Orders

<u>Checklists:</u>
Special Requistions Checklist (Furniture tab)

NOTE: If DPA, the DPA-specific checklist is not required, as it is included on the Furniture checklist

Purchase Order and Change Order Checklist (all applicable tabs)

<u>Forms:</u>

<u>Folder:</u>

	SOP Number & Name:	SOP 23, General Services Administration (GSA) Pricing
	Revision Number:	Original
	Implementation Date:	01/29/2013
State Purchasing Bureau	Last Reviewed/Update Date:	01/16/2013
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, General Services Administration (GSA) Pricing

NOTE: "Advisor" means "State Procurement Supervisor" within all SOP's. (7.5.2013)

1. Overview

The **General Services Administration** (**GSA**) is an independent agency of the United States government, established in 1949 to help manage and support the basic functioning of federal agencies. The GSA supplies products and communications for U.S. government offices, provides transportation and office space to federal employees, and develops government-wide cost-minimizing policies, and other management tasks.

GSA is most widely known for its development of the Multiple Award Schedules (MAS) Program. The purpose of the Schedules Program is to leverage the buying power of the federal government in order to negotiate streamlined contracts with commercial businesses.

GSA Schedule Contracts, also known as Federal Supply Schedules, are indefinite delivery, indefinite quantity (IDIQ) long-term contracts under the General Services Administration's Multiple Award Schedule (MAS) Program. GSA Schedule Contracts were developed to assist federal employees in purchasing products and services, and contain pre-negotiated prices, delivery terms, warranties, and other terms and conditions.

The GSA Schedule is awarded as a prime contract entered into by the federal government and a vendor that has submitted an acceptable proposal. At the core of the GSA Schedule contract lie two key concepts: 1) Basis of Award customer or group of customers and 2) Price Reduction Clause. The two concepts are applied in concert to achieve the government's pricing objectives for the GSA Schedule program. Namely, the government wants to ensure that when the vendor experiences competitive pressures to reduce its pricing, then the government can benefit from these and be extended reduced pricing as well.

GSA-Like Pricing and State Purchasing Bureau (SPB)

As per Neb. Rev. Stat. §81-153(7) the AS Materiel Division shall have the power and duty to allow the purchase of items without competitive bidding when the price has been established by the Federal General Services Administration or to allow the purchase of items by participation in a contract competitively bid by another state or group of states.

For purchases where prices have been adopted from GSA contracts, the prices must be identical to those on the GSA schedule. GSA Schedule 70 Multiple Award Schedule contracts all allow for quantity discounts, along with additional price reductions based on the size and scope of the project.

All purchases in excess of $10,000.00 using GSA "like pricing" must be processed through the State Purchasing Bureau.

SPB identifies this category of purchase in the Payroll & Financial Center by entering "GSA" within the Dev. Request field.

Checklists are required for different areas of the process and are to be attached within the classification folder. Items on the checklist will be marked off, dated, and initialed as tasks are completed. Checklists will also include Milestone Reviews. The required checklists for the GSA-Like Pricing include:

- Commodity Identification
- GSA-Like Pricing

2. Procedure

I. Commodity Identification (Commodity Identification Checklist)

A. GSA-Like Pricing requests of $10,000 or greater and for all exception items, regardless or dollar value, must always route to SPB for review and processing

B. Front Desk Staff Assistant receives commodity requisition through the Payroll and Financial Center

C. Front Desk Staff Assistant prints and files the following documents:
1. Requisition
2. Approval Route
3. Specification Comparison Tool Form
4. TSB Approval (if vehicle related)
5. OCIO Approval (if IT related)
6. Other Approval (if Special Commodity related)
7. Copy of GSA Pricing (if applicable)
8. Most recent copy of grant (if applicable)
9. Any other attached documentation

D. Front Desk Staff Assistant forwards file to the appropriate Advisor

E. Advisor reviews requisition and documentation
Documents to be attached to the requisition include:
1. Procurement Plan Checklist for Goods (Agency to complete as much as possible)
2. Draft of specifications
3. Tentative Schedule of Events
4. ITB Attachments, as applicable, including but not limited to:
   - i. Specification Comparison Tool form
   - ii. OCIO Approval (if IT related)
   - iii. Other Approvals – ie. Furniture (if Special Commodity related)
   - iv. Copy of GSA Pricing (if applicable)
     - a. Cover page of the GSA contract
     - b. Terms and Conditions of the GSA contract
     - c. Pages from contract with pricing information for exact items requested
   - v. Restrictive Justification (if applicable) (See SOP 15, ITB Process, Restrictive)
   - vi. Sole Source Justification (if applicable) (See SOP 16, ITB Process, Sole Source)
   - vii. Testing Protocol for Samples (if applicable)
   - viii. Bid Sheets (if applicable)
5. List of Vendors (if applicable)
6. Most recent copy of grant (if applicable)

Upon agency approval of the requisition, the requisition routes electronically to SPB with the above documentation attached. If any documentation is missing the Advisor will contact the Agency to attach the missing document prior to Buyer assignment.

F. Advisor(s) assigns to SPB Buyer
   1. Advisors are assigned specific agencies for whom they are the primary point of contact, but ITB processing may cross those assignments.
      i. Advisors work together to ensure good communication between each other, SPB teams and APC/agency.

   2. Advisor(s) assigns and notifies Buyer(s) based on dollar value and complexity Advisor assignment is based upon Agency submission. Buyer will be responsible for researching commodity identification further.
      i. Green/Express Team: typically processes Direct Purchase Authority requests for items estimated between $10,000 and $24, 999.99, completed within 3 days of receipt.
         a. Direct Purchase Authority (DPA)
         b. Purchase Orders from contract for vehicles

      ii. Yellow/Basic Team: ITB's estimated between $25,000 and $499,999.99, completed within 40 days and non complex RFPs within 50 days of receipt
         a. One Time Purchase
         b. Contract
         c. Restrictive
         d. Return Mail
         e. Sole Source

      iii. Red/Complex Team: ITB's estimated $500,000 or over, completed within 30-45 days and RFPs completed within 50-100 days of receipt
         a. One Time Purchase
         b. Contract
         c. Restrictive
         d. Sole Source

II. Review Process for GSA-Like Pricing

A. Buyer reviews documentation for GSA-Like Pricing requistion
   1. Buyer ensures the following items were provided by the Agency:
      i. Cover page of the GSA contract
      ii. Terms and Conditions of the GSA contract
      iii. Pages from GSA contract schedule with pricing information for exact items requested

   2. Buyer ensures that GSA Price Schedule matches pricing stated on requisition
   3. Buyer ensures that GSA Item(s) matches items stated on requisition
   4. Buyer and Advisor work together to determine if the GSA-like pricing is actually the best value for the product(s) requested. SPB Buyer and/or Advisor may research this by:
      i. Checking recent SPB bid tabulations for like items
      ii. Checking vendor websites

   GSA-like pricing does not guarantee automatic approval from SPB. If SPB feels that a better value may be obtained by bidding the item(s) – either informally or formally, depending on the dollar value – this should be done.

III. Approval of GSA-Like Pricing Equal To or Less Than $24,999.99

A. SPB Buyer may grant DPA to the agency
   1. See SOP 19, Direct Purchase Authority (DPA) or the SOP related to exception item(s), as applicable

B. SPB may generate a Purchase Order
   1. See SOP 50, Purchase Order or the SOP related to exception item(s), as applicable
   2. Last Line Attachment must state "GSA-Like Pricing"

IV. Approval of GSA-Like Pricing Equal To or Greater Than $25,000

A. Complete a Purchase Order off of the Requisition
   1. See SOP 50, Purchase Order
   2. Last Line Attachment must state "GSA-Like Pricing"

V. Non-Approval of GSA-Like Pricing
If, upon review, it is decided that GSA-Like Pricing may not be the best value for the State, the following may happen:

A. SPB Buyer and Advisor will discuss their reasoning with the APC/agency contact.

B. If the requested item(s) total value falls within $10,000 to $24,999.99 the agency may be asked to solicit three (3) bids so that the request may be processed informally using the DPA or Purchase Order process
   1. See SOP 19, Direct Purchase Authority (DPA) or the SOP related to exception item(s), as applicable

C. If the requested item(s) are non-furniture items of $25,000 or greater, and it is determined that lower pricing may be obtained through the formal bid process, rather than GSA-like pricing, the agency will be asked to prepare specifications for a formal bid process
   1. See SOP 13, ITB Process, One Time Purchase or Contract (Commodity)

The process will restart from the Commodity Identification Procedure using the correct SOP process if the Agency decides to bid through the standard formal or informal process.

3. References

State Purchasing Bureau, SOP 13, ITB Process, One Time Purchase or Contract (Commodity)
State Purchasing Bureau, SOP 14, Award of Bid (AOB) Process
State Purchasing Bureau, SOP 15, ITB Process, Restrictive
State Purchasing Bureau, SOP 16, ITB Process, Sole Source
State Purchasing Bureau, SOP 19, Direct Purchase Authority (DPA)
State Purchasing Bureau, SOP 50, Purchase Orders
Nebraska State Statute 81-153(7)

Nebraska Administrative Services Materiel Division 501	SOP Number & Name:	SOP 25, Trade In Requests: Formal Bid Process
	Revision Number:	Original
	Implementation Date:	01/29/2013
State Purchasing Bureau	Last Reviewed/Update Date:	01/23/2013
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Trade In Requests – Formal Bid Process

***NOTE:** "Advisor" means "State Procurement Supervisor" within all SOP's. (7.5.2013)*

1. Overview

State Surplus Property is a subdivision within AS Materiel tasked with managing statewide inventory and holding public auctions of surplus State property. State Surplus Property and the AS Materiel Administrator have the responsibility for determining whether Trade In requests, in conjunction with a requested procurement, will be approved. The AS Materiel Administrator is the sole authority for approving any and all trade ins of state property. The Surplus Property Manager will advise the Materiel Administrator on the appropriateness of all proposed trade in requests. Per Statute 81-161.04:

Whenever any using agency has any personal property for which it no longer has any need or use, it shall notify the materiel division in writing setting forth a description of the property and the approximate length of time that the property has been in the possession of the using agency. The materiel division shall appraise the property and notify all other using agencies of the state that the materiel division has the property for sale and that the property can be bought at the appraised price. No property will be sold until first offered to using agencies as provided by this section unless the property is unusable. If the materiel division fails to receive an offer from any using agency, it may sell or dispose of the property by any method which is most advantageous to the State of Nebraska, including auction, sealed bid, private or public sale, or trade-in for other property.

Advance approval is required for any trade in of state property, by State Surplus Property. The purchasing authority of any agency, board, or commission does not alleviate them from the responsibility to ensure that the proposed trade in is approved by the proper departments prior to proceeding with any transaction or acceptance of any bid or offer from a vendor.

When a procurement request routes to State Purchasing Bureau (SPB), SPB will verify whether the requisition indicates a trade in should be notated as a procurement line on the requisition. Within the procurement process, the SPB Buyer will gather and send all necessary documents and signatures to the State Surplus Property Supervisor. State Surplus Property Supervisor reviews requested trade in considering whether the trade in amount is fair market value or whether, based on past like equipment sold by State Surplus Property, or if it is in the best interest of the State item to sell at State Auction.

Checklists are required for different areas of the process, and are to be attached within the classification folder. Items on the checklist will be marked off, dated, and initialed as tasks are completed. Checklists will also include Milestone Reviews. Note: The trade in process is completed within the Formal or Informal Bid Process and the required checklist will be completed as trade in bids occur. The required checklists for trade ins formally bid:

- Trade in – Formal Bid

2. Procedure

I. Review Process for Trade In Request – Formal Bid Process
This process is completed during the review process of the formal bid process being used and is not continued until an award recommendation is made by the Agency.

A. In addition to the review for the Formal Bid Process, the Buyer reviews the requisition for trade in requests
   1. Trade in(s) are notated as a procurement line(s) on the requisition
      i. Commonly notated as “Trade In Option”

   2. Agency has signed and attached SPN Surplus Trade In form (Original not required)
      i. Printed from Payroll and Financial Center if a fixed assest or completed Non-NIS Trade In form from Surplus Property website

   3. Review specifications related to trade in item(s), if applicable
   4. Request additional information if necessary from APC/agency contact

II. Agency provides award recommendation to the buyer after the bid process has been completed. Complete agency award recommendation procedure according to the formal process being used, but be aware that the options below may apply to an award recommendation involving trade ins and needs to be notated on the award recommendation. The Buyer will need to communicate with the Agency to explain the items listed below are notated on the award recommendation.

A. Agency indicates they submited award recommendation based on total price, including trade in value
B. Agency indicates they submited award recommendation based on total price, excluding trade in value
C. Agency states they would like to procede with the trade in request or proceed without trade in request
   1. If no, proceed with the formal bid process and the trade in procedure is complete.
   2. If yes, proceed with the trade in procedure

III. Review by State Surplus Supervisor/Materiel Administrator

A. Buyer sends a hard copy of suppliers bid, identified in the Agency award recommendation, and SPN form to State Surplus Property Supervisor (Steve Sulek of Transportation Bureau) through interoffice mail

B. State Surplus Property Supervisor if approved, signs SPN form and forwards to Materiel Administrator for review and signature

C. Materiel Administrator forwards documents to Buyer after signature, if approved

D. Buyer will complete formal bid and purchase order process

IV. SPN Documents Transferred to Surplus Property Supervisor following Purchase Order Signatures

A. Buyer makes a copy of the SPN form and Purchase Order, including submitted specifications, if applicable

B. Buyer sends original SPN form and a copy of the Purchase Order to State Surplus Property Superivsor

C. Buyer files a copy of the SPN form with the original Purchase Order

V. Denial of Trade In Request
If trade in is denied by either State Surplus Property Manager or AS Materiel Administrator, State Surplus Property Supervisor returns the SPN form to Buyer with comments

A. Buyer will inform APC/agency

B. If agency chooses to proceed with procurement of non trade in items, formal bid process will proceed

C. If agency chooses not to proceed with procurement of items, process ends with Rejection of Bids per the formal bid process being used

3. References

Nebraska State Statute 81-161.04

NEBRASKA Administrative Services Materiel Division	SOP Number & Name:	SOP 26, Trade In Requests: Informal Bid Process
	Revision Number:	Original
	Implementation Date:	01/29/2013
State Purchasing Bureau	Last Reviewed/Update Date:	08/27/2013
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Trade In Requests – Informal Bid Process

***NOTE:** "Advisor" means "State Procurement Supervisor" within all SOP's. (7.5.2013)*

1. Overview

State Surplus Property is a subdivision within AS Materiel tasked with managing statewide inventory and holding public auctions of surplus State property. State Surplus Property and the AS Materiel Administrator have the responsibility for determining whether Trade In requests, in conjunction with a requested procurement, will be approved. The AS Materiel Administrator is the sole authority for approving any and all trade-ins of state property. The Surplus Property Manager will advise the Materiel Administrator on the appropriateness of all proposed trade in requests. Per Statute 81-161.04:

Whenever any using agency has any personal property for which it no longer has any need or use, it shall notify the materiel division in writing setting forth a description of the property and the approximate length of time that the property has been in the possession of the using agency. The materiel division shall appraise the property and notify all other using agencies of the state that the materiel division has the property for sale and that the property can be bought at the appraised price. No property will be sold until first offered to using agencies as provided by this section unless the property is unusable. If the materiel division fails to receive an offer from any using agency, it may sell or dispose of the property by any method which is most advantageous to the State of Nebraska, including auction, sealed bid, private or public sale, or trade-in for other property.

Advance approval is required for any trade in of state property, by State Surplus Property. The purchasing authority of any agency, board, or commission does not alleviate them from the responsibility to ensure that the proposed trade in is approved by the proper departments prior to proceeding with any transaction or acceptance of any bid or offer from a supplier.

When a procurement request routes to State Purchasing Bureau (SPB), SPB will verify whether the requisition indicates a trade in should be notated as a procurement line on the requisition. Within the procurement process, the SPB Buyer will gather and send all necessary documents and signatures to the State Surplus Property Supervisor. State Surplus Property Supervisor reviews requested trade in, considering whether the trade in amount is fair market value or whether, based on past like equipment sold by State Surplus Property, or if it is in the best interest of the State item to sell at State Auction.

Checklists are required for different areas of the process, and are to be attached within the classification folder. Items on the checklist will be marked off, dated, and initialed as tasks are completed. Checklists will also include Milestone Reviews.

Note: The trade in process is completed within the Formal or Informal Bid Process and the required checklist will be completed as trade in bids occur.

The required checklists for trade ins formally bid (posted to SPB website):

- Trade In – Formal Bid

The required checklists for trade ins not formally bid:

- Trade In – Informal

2. *Procedure*

I. Review Process for Trade In Request – Informal Bid Process
This process is completed during the review process of the informal bid process being used, Direct Purchase Authority (DPA) or one of the exception processes.

A. In addition to the review for the Informal Bid Process, the Buyer reviews the requisition for trade in requests
   1. Trade in(s) are notated as a procurement line(s) on the requisition
      i. Commonly notated as "Trade In Option"

   2. Agency has signed and attached SPN Surplus Trade In form (Original not required)
      i. Printed from Payroll and Financial Center if a fixed assest or completed Non-NIS Trade In form from Surplus Property website

   3. Request additional information if necessary from APC/agency contact

II. Review by State Surplus Supervisor/Materiel Administrator
These steps are completed when review process is complete.

A. Buyer sends a hard copy of supplier's quote, identified on the requisition, and SPN form to State Surplus Property Supervisor (Steve Sulek of Transportation Bureau) through interoffice mail

B. State Surplus Property Supervisor, if approved, signs SPN form and forwards to Materiel Administrator for review and signature

C. Materiel Administrator forwards documents to Buyer after signature, if approved

D. Buyer will complete informal bid and purchase order process, as applicable

III. SPN Documents Transferred to Surplus Property Supervisor following Purchase Order Signatures or generation of "OO" document

A. Buyer makes a copy of the SPN form and Purchase Order or "OO" document

B. Buyer sends original SPN form and a copy of the Purchase Order or "OO" document to State Surplus Property Supervisor; a copy of the approved SPN form is attached to the "OO" document.

C. Buyer files a copy of the SPN form with the original Purchase Order or DPA documents

IV. Denial of Trade In Request

If trade in is denied by either State Surplus Property Manager or AS Materiel Administrator, State Surplus Property Supervisor returns the SPN form to Buyer with comments

A. Buyer will inform APC/agency

B. If Agency chooses to proceed with procurement of non trade in items, informal bid process will proceed

C. If Agency does not choose to proceed with procurement of items, process ends with cancellation of the requisition, per the informal bid process being used

3. References

Nebraska State Statute 81-161.04

NEBRASKA Administrative Services Materiel Division	SOP Number & Name:	SOP 27, Used Equipment
	Revision Number:	Original
	Implementation Date:	01/29/2013
State Purchasing Bureau	Last Reviewed/Update Date:	01/17/2013
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Used Equipment

NOTE: "Advisor" means "State Procurement Supervisor" within all SOP's. (7.5.2013)

1. Overview

State Purchasing Bureau (SPB) considers requests for the acquisition of used equipment, materials or supplies at $10,000 or greater based on whether the request is in the overall best interest of the state. Competitive procedures should be followed wherever feasible. However, due to the difficulty of obtaining bids comparing all characteristics of used equipment on a one-for-one basis, most used equipment requests are processed as Sole Source requests. (See SOP 17, ITB Process, Sole Source)

Used equipment under $10,000 will route to SPB in the case of exception items, which route to SPB at any dollar amount:

- Vehicles
- Weapons/Guns
- Furniture (non-CSI furniture)
- Micrographic Equipment
- Mail/Postage Equipment
- IT
- Office Supplies

Factors to be considered are many and varied (based on the type of item under consideration) and may include, but not limited to:

- Age
- Hours of use (If applicable – equipment has an hour meter)
- Condition
- Warranty, if any
- Site requirements (if applicable)
- Business needs of the agency
- Price comparison to a new or comparable item
- Availability of Original Equipment Manufacturer (OEM) repair parts (if needed)
- Servicing dealers in area (if applicable)
- Remaining lifespan of used item under normal usage

It should be considered whether a used item will offer appropriate longevity and usefulness as compared to a new item. There are times when used equipment is suitable, but needs to be weighed against the difficulty of achieving appropriate competition.

Checklists are required for different areas of the process and are to be attached within the classification folder. Items on the checklist will be marked off, dated, and initialed as tasks are completed. Checklists will also include Milestone Reviews. The required checklists for Used Equipment include:

- Commodity Identification
- Used Equipment

2. *Procedure*

I. Commodity Identification (Commodity Identification Checklist)

A. Used equipment requests of $10,000 or greater and for all exception items, regardless of dollar value, must always route to SPB for review and processing

B. Front Desk Staff Assistant receives commodity requisition through the Payroll and Financial Center

C. Front Desk Staff Assistant prints and files the following documents:

1. Requisition
2. Approval Route
3. Procurement Plan Checklist for Goods
4. Draft of Specifications
5. Tentative Schedule of Events
6. Specification Comparison Tool Form
7. Other Approval (if Special Commodity related)
8. Copy of GSA Pricing (if applicable)
9. ITB Attachments
10. Bid Sheets (if applicable)
11. List of Vendors
12. Most recent copy of grant (if applicable)
13. Any other attached documentation

D. Front Desk Staff Assistant forwards file to the appropriate Advisor

E. Advisor reviews requisition and documentation
Documents to be attached to the requisition are:

1. Procurement Plan Checklist for Goods (Agency to complete as much as possible)
2. Draft of specifications, if applicable
3. Tentative Schedule of Events, if applicable
4. ITB Attachments, as applicable, including but not limited to:
   - i. Specification Comparison Tool form (if applicable)
   - ii. OCIO Approval (if IT related)
   - iii. Other Approvals – ie. Furniture (if Special Commodity related)
   - iv. Copy of GSA pricing (if applicable)
   - v. Restrictive Justification (if applicable) (See SOP 15, ITB Process, Restrictive)
   - vi. Sole Source Justification (if applicable) (See SOP 16, ITB Process, Sole Source) NOTE: Used equipment due to difficulty inherent in gathering bids that would compare "apples to apples" is often treated as a Sole Source request. Agencies should provide Sole Source Justification with their requisition.
   - vii. Testing Protocol for Samples (if applicable)
   - viii. Bid Sheets (if applicable)
5. List of Vendors (if applicable)
6. Most recent copy of grant (if applicable)

Upon agency approval of the requisition, the requisition routes electronically to SPB with the above documentation attached. If any documentation is missing the Advisor will contact the Agency to attach the missing documents.

F. Advisor(s) assigns to SPB Buyer
   1. Advisors are assigned specific agencies for whom they are the primary point of contact, but ITB processing may cross those assignments.
      i. Advisors work together to ensure good communication between each other, SPB teams and APC/agency.

   2. Advisor(s) assigns and notifies Buyer(s) based on dollar value and complexity Advisor assignment is based upon Agency submission. Buyer will be responsible for researching commodity identification further.
      i. Green/Express Team: typically processes Direct Purchase Authority requests for items estimated between $10,000 and $24, 999.99 completed within 3 days of receipt
         a. Direct Purchase Authority (DPA)

      ii. Yellow/Basic Team: ITB's estimated between $25,000 and $499,999.99 completed within 40 days and non complex RFPs within 50 days of receipt
         a. One Time Purchase
         b. Contract
         c. Restrictive
         d. Return Mail
         e. Sole Source

      iii. Red/Complex Team: ITB's estimated $500,000 or over, completed within 30-45 days and RFPs completed within 50-100 days of receipt
         a. One Time Purchase
         b. Contract
         c. Restrictive
         d. Sole Source

II. Review Process for Used Equipment, Materials or Supplies

A. Buyer reviews documentation for Used Equipment
   1. Review Sole Source Justification, to include but not limited to:
      i. Business needs of the Agency
      ii. Age
      iii. Hours of use (If applicable – equipment has an hour meter)
      iv. Condition
      v. Warranty, if any
      vi. Site requirements (if applicable)
      vii. Business needs of the agency
      viii. Price comparison to a new or comparable item
      ix. Availability of OEM repair parts (if needed)
      x. Servicing dealers in area (if applicable)
      xi. Remaining lifespan of used item under normal usage

      If needed, work with APC/agency to ask and answer questions about the used equipment requested

   2. Buyer ensures that used equipment price matches pricing stated on requisition
   3. Buyer ensures that used equipment Item(s) matches items stated on requisition
   4. Buyer and Advisor work together to determine if the used equipment pricing is actually the best value for the product(s) requested. Buyer may research this by:
      i. Checking recent SPB bid tabulations for like items
      ii. Checking vendor websites
      iii. Internet research on similar used equipment (Kelly Blue Book, Ebay, Ritchie Brothers, and/or other similar sites, as applicable)

III. Approval of Used Equipment Equal To or Less Than $24,999.99

A. SPB Buyer may grant DPA to the agency
   1. See SOP 19, Direct Purchase Authority (DPA) or the SOP related to exception item(s), as applicable

B. SPB may generate a Purchase Order
   1. See SOP 50, Purchase Order or the SOP related to exception item(s), as applicable

IV. Approval of Used Equipment Equal To or Greater Than $25,000

A. A Sole Source Return Mail ITB is solicited
   1. See SOP 16, ITB Process, Sole Source

B. Upon receipt of the original ITB from the supplier, an Award of Bid (AOB) must be processed prior to any further action is taken
   1. See SOP 14, Award of Bid (AOB) Process

C. Upon receipt of approved AOB, SPB will generate a Purchase Order
   1. See SOP 50, Purchase Order

V. Non-Approval of Used Equipment
If upon review it is decided that Used Equipment may not be the best value for the State the following may happen:

A. SPB Buyer and Advisor will discuss their reasoning with the APC/agency contact.

B. If the requested item(s) total value falls within $10,000 to $24,999.99, the agency may be asked to solicit three (3) bids so that the request may be processed informally using the DPA or Purchase Order process
   1. See SOP 19, Direct Purchase Authority (DPA) or the SOP related to exception item(s), as applicable

The process will restart from the Commodity Identification Procedure, using the correct SOP process, if the Agency decides to bid through the standard formal or informal process.

3. References

State Purchasing Bureau, SOP 13, ITB Process, One Time Purchase or Contract (Commodity)

State Purchasing Bureau, SOP 14, Award of Bid (AOB) Process

State Purchasing Bureau, SOP 15, ITB Process, Restrictive

State Purchasing Bureau, SOP 16, ITB Process, Sole Source

State Purchasing Bureau, SOP 19, Direct Purchase Authority (DPA)

State Purchasing Bureau, SOP 50, Purchase Orders

Nebraska Administrative Services Materiel Division	SOP Number & Name:	SOP 28, Vehicle Requisitions and Purchase Orders
	Revision Number:	Original
	Implementation Date:	01/29/2013
State Purchasing Bureau	Last Reviewed/Update Date:	01/29/2013
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Vehicle Requisitions and Purchase Orders

NOTE: "Advisor" means "State Procurement Supervisor" within all SOP's. (7.5.2013)

1. Overview

State Purchasing Bureau (SPB) devotes substantial effort to annual contracts for vehicles, which are purchased by state agencies including Transportation Services Bureau (TSB). Transportation Services Bureau is the division of Administrative Services responsible for the acquisition, operation, utilization, maintenance, and repair of State-owned motor vehicles used for the transportation of State employees in their official duties, and as such, are key stakeholders in the vehicle requisition and contracting process.

Vehicle contracts are also used extensively by Nebraska political subdivisions, including city police and county sheriff departments. There are certain categories of vehicles that are only used by the Nebraska State Patrol and/or other law enforcement agencies.

The vehicle acquisition process is both specification-rich and time intensive. For every vehicle model year, approximately 60-70 new SPB commodity contracts are generated. Due to the differing "build out dates" between manufacturers, SPB will typically award both a primary and a secondary contract per vehicle category, as well E85 fuel awards (which may or may not be separate contract awards).

Internal SPB preparation begins in May and culminates in the award of contracts on or before mid - November of every year. During this time SPB works extensively with agency stakeholders including TSB, the Department of Roads, and the Nebraska State Patrol.

Typical vehicle categories bid by SPB include:

- 3/4 Ton Diesel Regular Cab 4x4 Pickup Truck
- 3/4 Ton Diesel Ext Cab 4x4 Pickup Truck
- 3/4 Ton Diesel Crew Cab 4x4 Pickup Truck
- 3/4 Ton Diesel Regular Cab 4x4 Base Pickup Truck
- 3/4 Ton Diesel Ext Cab 4x4 Base Pickup Truck
- One Ton Diesel Crew Cab 4x4 Pickup Truck
- One Ton Diesel Crew Cab 4x4 Pickup Truck
- One Ton Diesel Ext Cab 4x4 Dual Rear Wheels Pickup Truck
- One Ton Diesel Ext Cab 4x4 Dual Rear Wheels Pickup Truck
- One Ton Diesel Regular Cab 4x4 Dual Rear Wheels Pickup Truck
- Subcompact 4 Door Sedan
- Compact 4 Door Sedan
- Intermediate 4 Door Sedan

- Hybrid Sedan
- Full Size Police Sedan FWD
- Full Size Police Sedan
- Large Police SSV 4WD
- Large PPV 2WD
- Midsize Police Utility Vehicle
- One Ton Pass Van
- One Ton Full Size Cargo Van
- Mini Cargo Van FWD 2 Front Bucket Seats
- 1/2 Ton Regular Cab 2WD Base Pickup
- 1/2 Ton Ext Cab 2WD Base Pickup
- 1/2 Ton Regular Cab 4X4 Pickup
- Compact Ext Cab 4 DR 4X4 Truck
- Compact Crew Cab 4 DR 4X4 Truck
- 1/2 Ton Ext Cab 4 Dr 4X4 Truck
- FWD 7 Pass 4 Bucket Seat Minivan
- Midsize SUV 5 Pass
- Large SUV 7 Pass
- 3/4 Ton Carryall
- 1/2 Ton Utility Van
- 1/2 Ton Crew Cab 4 Dr 4X4 Truck
- Compact Sport Utility Vehicle

Checklists are required for different areas of the Vehicle ITB process, and are to be attached within the classification folder. Items on the checklist will be marked off, dated, and initialed as tasks are completed. Vehicle ITB checklists will also include Milestone Reviews. The required checklists for the Vehicle ITB process include:

- Commodity Identification
- Vehicle ITB Intake
- Vehicle ITB Review
- Vehicle ITB Final Review
- Vehicle ITB Release
- ITB Opening
- Vehicle ITB Bid Tabulation
- ITB Rejection of all Bids
- Vehicle ITB Pre Contract Award
- Initial Contract Award

Refer to SOP 1, File Configuration & Maintenance for configuration of the pressboard classification folder for an RFP.

End of process will require Peer Reviews based upon requirements of the Quality Assurance Plan.

2. *Definitions and notes regarding specific terms used* within *vehicle processes:*

Build Out Dates
Build out date is the last date a purchase order for a particular vehicle type can be purchased. Once this date is past, the dealer will not accept a purchase order, unless that particular vehicle meeting the contract specifications is on the dealer's lot and they are willing to sell the vehicle at contract price. If the dealer has a vehicle available on the lot after the build out date, the Agency would need to notify SPB that a vehicle is available to purchase and SPB would need to extend the contract end date so that a purchase order may be generated.

Build out dates are to be submitted by the dealers upon receipt from the manufacturer (sometimes they come directly from the manufacturer's area representative) to the Buyer stated in the contract. Contractors and/or manufacturers provide SPB with the final build out dates as they become available. At that time, SPB updates the contract end date with the final build out date, so that purchase orders may not be generated after that date. These dates need to be reviewed and the contract expiration dates updated both on the SPB's website and within the Payroll and Financial Center and should be completed the same day of receipt. Upon completion of updating the SPB website and Financial and Payroll Center, an email is sent to the vehicle committee group, noted in "Vehicle Committee" of this section, so the Agencies are aware of the date changes. These dates are subject to change multiple times and can be shortened or lengthened.

The date manufacturers will cease production of model year is on a current SPB contract; due to time variations between manufacturers, can vary. SPB will often issue primary and secondary awards for vehicle categories to increase the likelihood that an agency will be able to source the category of vehicle directly from a contract.

Fuel Economy Guide
The Fuel Economy Guide for the model year is found at http://www.fueleconomy.gov/ and should be printed prior to the first vehicle bid opening. (This document only needs to be printed yearly.) While SPB asks within the specifications for the suppliers to write in fuel economy ratings of the vehicles being bid, this document, by the EPA, will govern in the event of any discrepancy between the bidder's stated mileage, the manufacturer website, and the EPA guide. The EPA should be verified against a bid if it was the only make and model submitted or the EPA of one submitted supplier differs from another bid of the same make and model. The EPA is also used when calculating Life Cycle Cost.

Weekly Retail Gasoline & Diesel Prices
In preparation of the review of bids the Weekly Retail Gasoline and Diesel Prices will need to be printed from the U.S. Energy Information Administration http://www.eia.gov. (Use the line labeled "Midwest (PADD2)) This document is printed the week of the bid opening for the specific vehicle Invitation to Bid (ITB) being opened and is for calculating the Life Cycle of the vehicle. EIA does not pertain to diesel vehicle purchases.

Primary & Secondary Awards
Due to differing Build Out dates, SPB will usually award a Primary Contract, which is used up until the Build Out date, and a Secondary Contract, which is the alternate contract used after the Primary Contract expires. The Agency may purchase off of the Secondary award, rather than the Primary award available, if the options chosen would make the Secondary award lower. The Agency will have to provide a comparison of the prices between the Primary and Secondary award to provide justification as to why the Agency is purchasing off of the Secondary award, rather than the Primary award. Primary and Secondary contract awards fall within a 10% cost range from each other, but Secondary is always for a different Manufacturer/Model than the Primary award. It is possible to have a Third award, if the Third award falls within a 10% cost range from the Primary award.

E85 Awards
Award given to those vehicles using E85 fuel. An E85 award is always awarded if an E85 bid was submitted for a particular ITB. A contract award may be both Primary and E85, may be both Secondary and E85, or there may be a separate E85 award. If a contract is a Secondary AND E85 award, the ordering agency may order E85 vehicles from that contract without SPB having to justify why the Secondary contract is being used over the Primary contract.

Life Cycle Cost
Life Cycle Cost calculations are used within the formal competitive ITB bid process for heavy equipment and vehicles. Life-cycle cost information will be captured in a formula to allow a comparison between the price based on acquisition costs and the price based on life cycle costs; that is, the long-term life of the product. See SOP 30, Life Cycle Cost

Note: With the exception of the E85 award that can be based either on Low Acquisition or Life Cycle Cost, the Contract award(s) for the base vehicle is either based on Life Cycle Cost or Low Acquisition Cost

Vehicle Committee
This group includes essential state agency and UNL stakeholders, who recommend changes to specifications, review vehicles to be bid, discuss options to be included and review bids received to make agency award recommendations.

As of this writing, the Vehicle Committee group consists of the following:

- AS-TSB: Steve Sulek, Mike Moerer, Mark Nagengast and Karen Billings
- Dept. of Roads: Tom Sands, Janie Vrtiska, Dale Piening, Mike Blacksher
- Dept. of Roads, Rail and Public Transport: Jerry Wray and Wayne Masek
- State Patrol: Howard Coffer, Jason Dean, Mike Yates, Steve Krueger, Lisa Rolik
- Game and Parks: Jolene Kumpula
- University of Nebraska: Patrick Barrett
- State Purchasing: Buyer assigned to vehicles, and Advisor

3. SPB Preparation for New Vehicle Model/Year and Process Flow

Example: For vehicle model year 2014, the internal preparation begins in calendar year 2013

I. May/June Each Year

A. A NAFA (fleet management organization) meeting is held in Omaha or Des Moines in May or June with the different manufacturers presenting the vehicles they have available for fleet purchasing – this is where they can show what's new and what's changed in the industry.
B. Transportation Services Bureau (TSB) and Roads are both members and will notify the SPB vehicle Buyer to see if SPB would like to attend. SPB Buyer will consult with SPB Manager for approval to attend and who will all attend from SPB.

II. June/July Each Year

A. SPB Buyer sends copies of all of the electronic vehicle specifications from the previous year to TSB, who will forward the specifications to the Vehicle Committee to begin modifying or adding any new changes or for the new model year. **To Be Completed by July 1.**

B. SPB Buyer requests usage reports from the previous year's contract suppliers to obtain usage from the State and Political Sub Divisions. In addition, the Buyer will need to run contract usage reports within the Payroll and Financial Center from the previous year's contracts. **Requests to be completed by June 15 with usage reports due no later than July 1.**

C. **No later than July 1**, Buyer schedules meeting, **to be held no later than July 25**, with the entire Vehicle Committee to review actual vehicles to be bid, recommended changes to specifications, wish list for options, etc. The SPB Buyer should bring all of the usage reports to the meeting. The Vehicle Committee may decide not to buy or may add a specific vehicle category depending on usage reports.

SPB Buyer will need to ensure that all participants know who/which agency is submitting which vehicle requisitions and specifications by the end of the meeting. Currently, Agencies have divided the requisitions and specifications as noted in the following section. If it is decided to add an additional category, the Vehicle Committee will need to decide which Agency will be responsible for entering the requisition and specifications.

SPB Buyer will also need to notify the Vehicle Committee that all requisitions and specifications must be submitted to SPB no later than **August 31**. In addition, inform the Vehicle Committee to submit their specification changes in red to allow the SPB Buyer efficiency in reviewing the submitted specifications.

III. Requisitions and Specifications from the Agency Due to SPB No Later Than August 31

A. TSB submits the updated specifications and minimum specifications for following:
1. ½ Ton Pickups (5 requisitions needed)
2. Compact Pickups (2 requisitions needed)
3. Vans – Cargo (3 requisitions needed) and Passenger (2 requisitions needed)
4. SUV's (4), Cars (4 requisitions needed)
5. Electric (1 requisition needed)

B. Department of Roads submits the updated specifications and minimum specifications for the following:
   1. ¾ Ton Pickups (5 requisitions needed)
   2. 1 Ton Pickups (3 requisitions needed)

C. Nebraska State Patrol submits the updated specifications and minimum specifications for the following:
   1. RWD Police Sedans (1 requisition needed)
   2. FWD Police Sedans (1 requisition needed)
   3. PUV (1 requisition needed)
   4. SSV (1 requisition needed)

IV. Release of ITB Schedule

A. ITB's should be released beginning first week of September and finished by September 15

B. Bids should begin to open by the third week in September and completed by October 10

C. SPB Buyer and Vehicle Committee will start meeting within a week of ITB openings. Meetings should be continuous until award process is completed. This allows the Buyer time to process contract awards in a timely manner and without causing other work to become back logged.

V. October 31 Contracts Completed and Available on SPB Website

Process Timeline

Date	Activity
May/ June	• NAFA Meeting
June 15	• Buyer requests usage reports from suppliers no later than this date
July 1	• Buyer Sends electronic vehicle specifications to TSB, who forwards to Vehicle Committee no later than this date
July 1	• Usage Reports due from Supplier to Buyer and completed out of Payroll and Financial Center
July 1	• Buyer Schedules Meeting with Vehicle Committee no later than this date
July 25	• Meeting with Vehicle Committee held no later than this date
August 31	• Vehicle Requisitions and Specifications from the Agency due to SPB no later than this date
1st Week of Sept.	• Vehicle ITB's should begin release no later than this date
Sept. 15	• All Vehicle ITB's will be released no later than this date
Third Week of Sept.	• Vehicle bids begin to open no later than this week
Third Week of Sept.	• Buyer and Vehicle Committee begin to meet to begin review and award recommendations
Oct. 10	• All Vehicle bids are to be opened no later than this date
Oct. 15	• Buyer and Vehicle Committee meet for the final time to complete reviews and award recommendations no later than this date
Oct. 31	• All Vehicle Contracts complete and available on SPB website no later than this date

4. Invitation to Bid (ITB) Procedures

I. Commodity Identification (Commodity Identification Checklist)

A. Front Desk Staff Assistant receives commodity requisition through the Payroll and Financial Center

B. Front Desk Staff Assistant prints and files the following documents
1. Requisition
2. Approval Route
3. Procurement Plan Checklist for Goods
4. Draft of Specifications
5. Tentative Schedule of Events
6. Specification Comparison Tool Form
7. TSB approval (if vehicle related)
8. OCIO approval (if IT related)
9. Other Approval (if Special Commodity related)
10. Copy of GSA Pricing (if applicable)
11. ITB Attachments
12. Bid Sheets (if applicable)
13. List of Suppliers
14. Most recent copy of grant (if applicable)
15. Any other attached documentation

C. Front Desk Staff Assistant forwards file to the appropriate Advisor

D. Advisor reviews requisition and documentation
Documents to be attached to the requisition are:
1. Procurement Plan Checklist for Goods (Agency to complete as much as possible)
2. Draft of specifications
3. Tentative Schedule of Events
4. ITB Attachments, as applicable, including but not limited to:
   i. Specification Comparison Tool form
   ii. TSB approval – in approval route (if vehicle related)
   iii. OCIO approval (if IT related)
   iv. Other approvals – ie. Furniture (if Special Commodity related)
   v. Copy of GSA pricing (if applicable)
   vi. Restrictive Justification (if applicable) (See SOP 15, ITB Process, Restrictive)
   vii. Sole Source Justification (if applicable) (See SOP 16, ITB Process, Sole Source)
   viii. Testing Protocol for Samples (if applicable)
   ix. Bid Sheets (if applicable)

5. List of Suppliers
6. Most recent copy of grant (if applicable)

Upon agency approval of the requisition, the requisition routes electronically to SPB, with the above documentation attached. The requisition, with attached documents, will be submitted to SPB prior to the Intake Meeting. If any documentation is missing, the Advisor will contact the Agency to attach the missing documents.

E. Advisor(s) assigns to SPB Buyer
   1. Advisors are assigned specific agencies for whom they are the primary point of contact, but ITB processing may cross those assignments.
      i. Advisors work together to ensure good communication between each other, SPB teams and APC/agency.

   2. Advisor(s) assigns and notifies Buyer(s) based on dollar value and complexity Advisor assignment is based upon Agency submission. Buyer will be responsible for researching commodity identification further.
      i. Green/Express Team: typically processes Direct Purchase Authority requests for items estimated between $10,000 and $24, 999.99, completed within 3 days of receipt.
         a. Direct Purchase Authority (DPA)
         b. Purchase Orders from Contract for Vehicles

      ii. Yellow/Basic Team: ITB's estimated between $25,000 and $499,999.99, completed within 40 days and standard RFP's within 50 days
         a. One Time Purchase
         b. Contract
         c. Restrictive
         d. Return Mail
         e. Sole Source

      iii. Red/Complex Team: ITB's estimated $500,000 or over, completed within 30-45 days and RFP's within 50-100 days
         a. One Time Purchase
         b. Contract
         c. Restrictive
         d. Sole Source

II. ITB Intake Activities (Vehicle ITB Intake Checklist)

An Intake Meeting is not required, since the Vehicle Committee previously met in July.
Note: The Agency will still need to complete a "Procurement Plan Checklist for Goods". It is advised that the SPB Buyer urge the Vehicle Committee to complete as much as possible and bring with them to the July meeting for completion and signatures.

A. Advisor enters the requisition arrival date into the SPB Procurement Tracking System and creates the initative within the electronic system.

B. Advisor and Buyer(s) each create a folder in their Outlook e-mail
   1. E-mail correspondence received regarding this ITB should be placed in this folder
   2. All e-mail is to be printed and filed according to SOP 1, File Configuration & Maintenance

C. Buyer Creates a classification folder for each vehicle listed on the requisition
   Requisitions are submitted by vehicle type from the Agency. Example: All ¾ ton trucks listing 3/4 Ton Diesel Regular Cab 4x4 Pickup Truck, 3/4 Ton Diesel Ext Cab 4x4 Pickup Truck, 3/4 Ton Diesel Crew Cab 4x4 Pickup Truck, 3/4 Ton Diesel Regular Cab 4x4 Base Pickup Truck, and 3/4 Ton Diesel Ext Cab 4x4 Base Pickup Truck will be listed on the requisition and will be bid as separate items.

   1. Buyer will copy the requisition and place within the classification folder for each make listed on the requisition
   2. All vehicles listed on the requisition will be bid out on the same day together

D. Buyer saves a copy of the Draft Specifications and any other documents that may be posted with the ITB to G:\Purchasing\Commodities\Vehicles
   1. Create file
      i. Name using Requisition number, brief description of the commodity, and Buyer initials
      ii. Example: 123444 Widgets MM

E. Advisor and Buyer update the SPB Procurement Tracking System to reflect the agreed-upon Completion Goal dates

F. If further documentation or information is needed, the Advisor and Buyer work with APC

III. ITB Review (Vehicle ITB Review Checklist)

The initial review is completed by the Buyer(s) and reports any issues to the Advisor. Buyer is to communicate with Agency as required.

Note: Any draft of the Specification, Bid Sheet(s) Schedules, Attachments, etc. (other than the originals submitted with the Requisition) may be held in a separate manila folder, labeled "Working Documents," and is not held for Public Record Requests. The Buyer must also write "Working Document" on the first page of the document. This folder is to be recycled when the Buyer forwards the file for contract signatures.

A. Draft of Specifications

1. Buyer (and Advisor) review for completeness and ability for at least three (3) suppliers to provide requested commodities
   i. Vehicle Specifications are done in Yes/Exception format rather than the standard Yes/No/Exception format used with non-vehicle ITBs
   ii. Does not include Options or Additional Provisions, they are separate documents

2. Buyer works with APC/agency to resolve questions and/or review requested changes to include, but not limited to:
   i. Changes or updates from previous year's specifications
   ii. Options requested by end users

3. The function of specifications is to provide a basis for obtaining a commodity that will satisfy a particular need at an economical cost. Specifications should:
   i. Identify minimum requirements in a clear and accurate manner
   ii. Allow for competitive bid with a minimum of three suppliers
   iii. List reproducible test methods to be used in testing for compliance with specifications, if samples are requested
   iv. Be capable of verification. Specifications that are written in such a way that a product offered cannot be verified as meeting specifications results in confusion and lack of competition.
   v. Have reasonable tolerance levels. Unnecessary precision is expensive and may limit competition.

4. Buy America documentation is required by Public Rail and Transport.
   i. Department of Roads needs to be included with specific bids as requested (i.e. Passenger vans – mini and 12 passengers)
   ii. These documents will need to be attached to the bid so that can be completed, signed, and submitted by the supplier with their bid response
   iii. Buy America documents are located at G:\Purchasing\Commodities\Vehicles
   iv. If a supplier neglects to submit their Buy America documentation when requested, their bid will be disqualified

5. The following sections should be considered on specifications for an ITB – Contract:
   i. Scope
   ii. Noncompliance Statement
   iii. Period of Contract
   iv. Rights
   v. Termination
   vi. Breach of Contract
   vii. Annual Usage
   viii. Recycled Content
   ix. Bidder Instructions
   x. Quality

xi. Price (FOB & Escalation/Price Increases)
xii. Delivery
xiii. Samples
xiv. Testing
xv. Material Specifications
xvi. Orders/Invoice
xvii. Substitutions
xviii. User Report
xix. Award
xx. Compliance
xxi. Political Subdivisions
xxii. Amended
xxiii. Unit of Measure (UOM)
    a. Appropriate for cost and items ordered

B. Schedule of Events
The Buyer (and Advisor) will work with the Agency to determine exact dates for the ITB Schedule of Events. Schedule of Events dates will need to be updated in the SPB Procurement Tracking System. The Schedule of Events may be amended after the ITB is posted publicly, upon completion and all signatures obtained on the "Project Timeline Adjustment" form. The suggested dates listed below are not mandatory, but provide a guideline to follow. Red/Complex ITB's may require additional days between events.

An ITB for a one-time purchase or contract requires a minimum of 15 calendar days between release and opening, per statute 81-161.01.

1. Release Invitation to Bid
    i. Date ITB posted publicly on SPB Website

2. Last Day to Submit Written Questions, if needed
    i. Vendors submit written questions related to ITB
    ii. Minimum 5 days after release of ITB, if no Pre-Bid Conference

3. State responds to written questions through Invitation to Bid "Addendum" and/or "Amendment"
    i. Questions are forwarded to Agency for response
    ii. Buyer (and Advisor) review answers
    iii. Agency needs to allow a minimum of 1-2 days for SPB review
    iv. Minimum of two (2) days after receipt of questions

4. Bid Opening
    i. Date and Time proposals publicly opened
    ii. Open to Agency, Suppliers, and Public
    iii. Required Minimum of 15 days after release date
    iv. Vehicles groups should be scheduled to open together
        a. Openings for different vehicle categories should be scheduled at least 2 days apart to allow suppliers time to put bids together

C. Draft of Bid Sheet(s), if applicable
1. Buyer (and Advisor) review for completeness and coherence
    i. Options Bid List

2. Buyer works with APC/agency to resolve questions

D. Draft of ITB attachments
   1. Buyer (and Advisor) review for completeness and coherence
   2. Buyer works with APC/agency to resolve questions

E. Additional Provisions
   1. Buyer and TSB (and Advisor) review for completeness and coherence
      i. The primary changes to this document are the year of the vehicle and the estimated number of vehicles purchased
      ii. Buy America requires alternate Standard Terms and Conditions

   2. Buyer works with APC/agency to resolve questions

F. Buyer compiles list of Suppliers for Reference List
   1. Include Suppliers provided from Agency
   2. Search Payroll & Financial Center for additional Suppliers, using the followng NIGP codes
      i. 070-06 Cars
      ii. 070-93 Personnel Vans
      iii. 070-92 Cargo Vans
      iv. 070-48 Compact and ½ Ton Pickups
      v. 070-22 SUV's
      vi. 070-48, 54 ¾ and 1 Ton Pickups

      Use the supplier list that pertains to the vehicle group being bid out. The suppliers are selected from within the State since all vehicles must be purchsed from a Nebraska Authorized Dealer and bid previosly on last years ITBs. The supplier list should also reference manufacturers listed with the Payroll and Financial Center as well as any previous bidding vendor not of the reference list within the Payroll and Financial Center.

   3. No more than 10 suppliers recommended, as ITB is posted to SPB website

G. Buyer sends all final drafts to the Agency for review. The Buyer may not proceed until the Agency has reviewed and approved all final changes.

H. Buyer completes the Buyer's Solicitation Form (purple sheet)
   See SOP 5, Buyers Solicitation Form (Purple Sheet)

   Note the Buyer's Solicitation Form used for vehicle ITBs are already set up in folders at G:\Purchasing\Commodities\Vehicles by vehicle type. The Purple Sheets may be copied over into a folder for the next year and updated accordingly. Be sure that the most current Buyer's Solicitation form is being utilized.

I. Buyer will transfer the file to Staff Assistant for Pre-Release Activities
   1. Buyer will place any further revisions to the electronic files on top of the classification folder
      i. Buyer may use a copy and mark up the previous year's ITB to save time in documenting instructions
      ii. Note that each ITB should consist of two line items
         a. Base
         b. E85

VI. ITB Pre-Release Activities (Vehicle ITB Final Review Checklist)

A. Allow Staff Assistant one (1) business day to complete Pre-Release Activities (when an ITB is given to the Staff Assistant after 12:00 PM, Staff Assistant will process the ITB the next business day)

B. Staff Assistant Generates Quote number within Payroll and Financial Center
   1. All detail lines as noted on the requisition generated within the quote
      i. Generate multiple quotes for each vehicle identified on requisition

   2. Print on correct form
      i. Invitation to Bid - Contract

C. Staff Assistant Creates a Folder in E-Mail
   1. E-mail correspondence received regarding this ITB should be placed in this folder
   2. All e-mails will be printed and filed upon receipt

D. Staff Assistant Renames ITB folder at G:\Purchasing\Commodities
   1. Remove Requisition number and replace with quote number

E. Staff Assistant completes and formats ITB Bid Documents, as per Buyer Instructions
Staff Assistant will use the "Procurement Plan Checklist," documents submitted by Buyer, and documents saved in the ITB folder to complete the documents. Staff Assistant is responsible for adding and removing items according to the Buyer Instructions. Staff Assistant is also responsible for filling in any highlighted areas in each section of the documents. If Staff Assistant is unsure of any information, they are to ask the Buyer for clarification.

   1. Invitation to Bid
      i. Dates match in the header of ITB
      ii. Required lines of requisition were generated into ITB
      iii. Lines added to ITB (if required)

   2. Schedule of Events is complete
      i. Insert Quote number where outlined
      ii. Insert dates

   3. Special Conditions, if applicable

   4. Specifications
      i. Insert Quote number where outlined
      i. Bid Bond (optional)
      ii. Performance Bond (optional)

   5. Bid Sheet(s), including Options Page
      i. Insert Quote number where outlined
      ii. Bid Sheet locked down
         a. Suppliers should only be allowed to type in specific cells
         b. Lock spreadsheet with the ITB number as the password

   6. Any other changes noted by the Buyer

F. Staff Assistant Prepares Invitation to Bid Announcement Letter
   1. Refer to Buyer's Solicitation Form (purple sheet) for required information
   2. Save and Print

G. Staff Assistant Creates Reference List and Labels to mail Bid Announcement Letters
   1. May be created within Payroll & Financial Center
   2. May be created within a Word document, if not in Payroll & Financial Center
   3. Refer to Buyer's Solicitation Form (purple sheet)for required information
   4. Save a copy within the commodity folder
   5. Print on label paper
   6. Make a copy of the Reference List on copy paper

H. Staff Assistant will place the following items, in the following order, on top of the classification folder
   1. Solicitation Letter
   2. Copy of ITB
   3. Schedule of Events
   4. Specifications
   5. Bid Sheets (if applicable)
   6. Attachments (if applicable)
   7. Reference List Labels
   8. Copy of Reference List
   9. Any draft documents provided by the Buyer(s)

I. Staff Assistant transfers file to Buyer for review and approval

J. Buyer(s) reviews ITB Documents received from Staff Assistant
   Use the "Procurement Plan Checklist," and Final Agency Documents to review ITB Documents for accuracy.
   1. Invitation to Bid
      i. ITB Printed on correct form
         a. Invitation to Bid - Contract

      ii. Dates match in the header of ITB
      iii. Required lines of requisition were generated into ITB
      iv. Lines added to ITB (if required)
      v. Any Exceptions

   2. Schedule of Events is complete
      i. Insert Quote number where outlined
      ii. Insert dates
      iii. Any Exceptions

   3. Special Conditions, if applicable

   4. Specifications
      i. Insert Quote number where outlined
      ii. Bid Bond (optional)
      iii. Performance Bond (optional)
      iv. Any Exceptions

5. Bid Sheet(s)
   i. Insert Quote number where outlined
   ii. Bid Sheet locked down
      a. Suppliers should only be allowed to type in specific cells
      b. Lock spreadsheet with the ITB number as the password

   iii. Any Exceptions

K. Buyer reviews ITB Announcement Letter for accuracy and signs

L. Buyer reviews Reference List and Labels to mail Proposal Announcement Letters for accuracy

M. If any changes are necessary, Buyer will return to Staff Assistant for changes

N. Buyer will return to Staff Assistant for posting activities

O. Staff Assistant will Print the final ITB, Bid Sheet(s) (if applicable), and any Attachments (if applicable) to Adobe
   1. Print additional copy of final ITB for Buyer to use in the following year for preparing bid documents for the Staff Assistant

P. Staff Assistant will post final ITB, Bid Sheet(s) (if applicable), and any Attachments (if applicable) to SPB Website
   1. Print out copy of all items attached to SPB website
   2. File according to SOP 1, File Configuration & Maintenance
   3. Date and Initial posting according to SOP 5, Buyer's Solicitation Form (Purple Sheet)

Q. Staff Assistant Mails Proposal Announcement Letter
   1. Make copies and fold
      i. Number of copies to be made is the number of labels on the Reference List

   2. Label and Stuff Envelopes
      i. Use envelopes with SPB code printed on them

   3. Rubberband the envelopes and place in U.S. Mail basket by 3:00 pm
   4. File Reference List

R. Staff Assistant Creates Bid Log sheet for Front Desk

S. Staff Assistant adds ITB to the Bid Opening Calendar for posting at the Front Desk

T. Staff Assistant creates Redrope for Classification Folder and for incoming Bids
   1. Redrope for incoming Bids will be taken to the Front Desk Staff Assistant to file by bid opening date

U. Staff Assistant schedules conference room for bid opening

VII. ITB Release Date Through Bid Opening (Vehicle ITB Release Checklist)

A. Buyer confirms that all items were posted to SPB website

B. Buyer enters ITB Schedule of Events activities on Outlook calendar

C. Questions and Answers, if applicable
   1. Submitted to *asmaterielpurchasing@nebraska.gov*
      i. Front Desk Staff Assistant forwards to All Staff Assistant's and copies Buyer(s) and Advisor on RFP

   2. Staff Assistant will enter information into "Questions and Answers" Addendum as questions are received, in the order they were received

      i. Save document within ITB folder
      ii. Questions may be copied and pasted into addendum
      iii. Questions must be entered as they are received
         a. If questions are submitted with gramatical errors, do not revise

   3. Staff Assistant prints and files submitted questions
      Staff Assistant will hold submitted questions in a temporary manilla folder, until the deadline to submit questions has been reached.

   4. When deadline has been reached, Staff Assistant formats "Questions and Answers" Addendum and forwards to Buyer
   5. Buyer confirms all submitted questions are included on addendum
   6. Buyer forwards questions to agency for review and provide written responses
   7. Buyer reviews agency responses
      i. Consults with Advisor and Procurement Manager as necessary
      ii. It may be required to meet with the Agency to clarify some answers
      iii. It may be required to meet with General Counsel to clarify some answers
         a. Do not wait until day of posting anwers to meet with General Counsel

   8. Buyer forwards to Staff Assistant for formatting
   9. Staff Assistant prepares "Questions and Answers" Addendum for posting, prints and forwards to Buyer for posting approval
   10. Following Buyer approval, Staff Assistant posts to SPB website
   11. Staff Assistant will print and file posted document
   12. Staff Assistant documents posted Addendum on Buyer's Solicitation Form (Purple Sheet)

D. Other Addenda, if necessary
   1. Addendum for Changes or Clarification on ITB or in Specifications
      i. Buyer must receive a written request for change from APC (email acceptable)
      ii. Buyer will advise Staff Assistant what changes need to be made
      iii. Staff Assistant will prepare Addendum for posting, print and forward to Buyer for review and posting approval
      iv. Following Buyer review and approval, Staff Assistant posts to SPB website
      v. Staff Assistant will print and file posted document
      vi. Staff Assistant documents posted Addendum on Buyer's Solicitation Form (Purple Sheet)

   2. Addendum for Revised Schedule of Events, upon completion and all signatures obtained on the "Project Timeline Adjustment" form
      i. Buyer must receive a written request for change from APC (email acceptable)

ii. Buyer will advise Staff Assistant what changes need to be made
iii. Staff Assistant will prepare Addendum for posting, print and forward to Buyer for posting approval
    a. Copy Schedule of Events table from boilerplate or previous Schedule of Events
    b. Delete any events already passed
    c. Strikethrough old date and add new date below in red and bold

iv. Following Buyer approval, Staff Assistant posts to SPB website
v. Staff Assistant will print and file posted document
vi. Staff Assistant documents posted Addendum on Buyer's Solicitation Form (Purple Sheet)

E. Advisor
1. Works with Buyer throughout Addendum processes
2. Monitors and updates SPB Procurement Tracking System as needed
    i. If delays appear, works with APC and Procurement Manager to ensure that all understand the issues and are aware of revised timetable, , upon completion and all signatures obtained on the "Project Timeline Adjustment" form.

VIII. ITB Opening (Vehicle ITB Opening Checklist)
Refer to SOP 8, Bid Opening

IX. ITB Bid Tabulation and Review (Vehicle ITB Bid Tab Checklist)
Refer to SOP 18, Bid Tabulation, but includes the following additions:

A. Bid tab includes option items
Staff Assistant should prepare the Bid Tab prior to bid opening

B. Staff Assistant completes Bid Tab to include Life Cycle Cost calculations for both E85 and base vehicle (See Appendix X)
   1. Life Cycle formula: (Cost of Vehicle) + ((80,000/EPA Estimated Highway MPG) x EIA Average Price Force)
      i. Buyer will provide Staff Assistant with the current weeks EIA

C. Staff Assistant will print two copies of Bid Tab
   1. One for file
   2. One for Buyer to use at Bid Review meeting and prepare Awarded Bid Tab

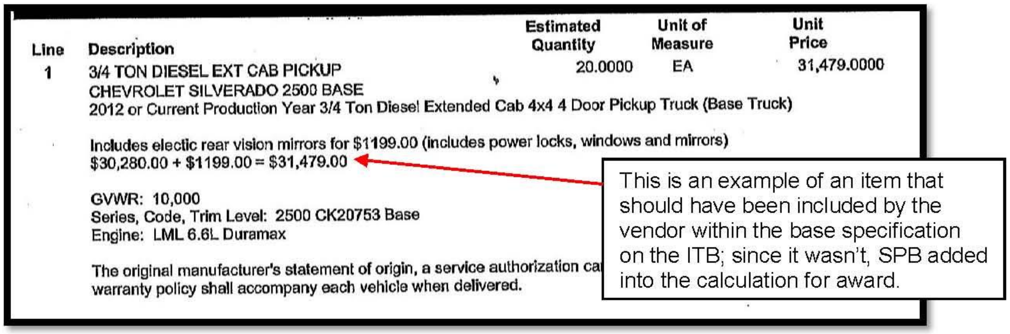
D. Prior to Bid Tab being checked by two staff members, Buyer must verify:
   1. Lifecyle formula within the electronic document
   2. EIA is correct on Bid Tab

E. Buyer emails Bid Tabs as completed to Vehicle Committee
   1. Vehicle ITBs are not scanned and sent out to Vehicle Committee members

F. Award Recommendation includes:
   1. Bid Review with Vehicle Committee to review bids and make award recommendations
      i. Buyer will schedule meeting
         a. SPB Buyer and Vehicle Committee will start meeting within a week of ITB openings. Meetings should be continuous until award process is completed. This allows the Buyer time to process contract awards in a timely manner and without causing other work to become back logged.

      ii. Bid Review at Award Recommendation meeting Consists of:
         a. Does the lowest bid meet specification?
         b. Is it a higher usage vehicle?
         c. Is the next lowest bid within 10%, a different make/model and meeting specification?
         d. Is a secondary award needed, if not within the 10% range? Is there a thrid award?
         e. E85 award?
         f. Life Cycle Cost or Low Acquistion Cost

      iii. Buyer notates award recommendation at Award Recommendation meeting(award recommendation is not submitted in writing)
      iv. Following bid review meeting, Buyer will
         a. Ensure that the recommendation is to the lowest bidder.
         b. Verify specifications are met
         c. Check for any pricing listed in the ITB by the vendor that should have been included in the base bid price and was not (See Figure 1)



Line	Description	Estimated Quantity	Unit of Measure	Unit Price
1	3/4 TON DIESEL EXT CAB PICKUP	20.0000	EA	31,479.0000

CHEVROLET SILVERADO 2500 BASE
2012 or Current Production Year 3/4 Ton Diesel Extended Cab 4x4 4 Door Pickup Truck (Base Truck)

Includes electic rear vision mirrors for $1199.00 (includes power locks, windows and mirrors)
$30,280.00 + $1199.00 = $31,479.00

GVWR: 10,000
Series, Code, Trim Level: 2500 CK20753 Base
Engine: LML 6.6L Duramax

The original manufacturer's statement of origin, a service authorization ca
warranty policy shall accompany each vehicle when delivered.

Figure 1

1. Buyer obtains Clarification on submitted bid from supplier in writing, if needed
   i. Agency does not request clarification from supplier

X. Pre Contract Award Activities (Vehicle Pre Contract Award Checklist)

A. Award of Bid (AOB) (if applicable)
See Sop 14, Award of Bid (AOB) Process (Award of Bid Checklist)

B. Certificate of Insurance (COI Checklist) (if applicable)
See SOP 10, Certification of Insurance (COI)

C. Bond (if applicable) (Bond Checklist)
See SOP 9, Bonds

D. Secretary of State Registration
   Secretary of State Registration is required any time bids are advertised via the SPB's website
   1. Buyer must obtain a copy of the "Letter of Good Standing" or "Certificate of Good Standing" from the Supplier
      i. Must be from the **Nebraska** Secretary of State's Office
         a. Receipt of Letter or Certificate must be dated from the Secretary of State's office within the last 90 days

      ii. If Supplier states they are not required to register with the Nebraska Secretary of State's office, the Supplier must provide in writing the reason as to why they are not required to register
         a. Work with General Counsel, whom will review and approve the reason for non registration (See SOP 49, Working with General Counsel)

   2. "Letter of Good Standing" or "Certificate of Good Standing" must be filed within classification folder (See SOP 1, File Configuration & Maintenance)
   3. Initial Contract Award will not move forward until until the Supplier has complied with Nebraska Secretary of State Registration or has provided written documentation that explains why the Supplier does not have to register

E. Nebraska Contractor Registration Act, if Applicable
   1. If Supplier is a construction contractor, Supplier must provide certificate of registration from the Department of Labor
   2. Certificate of Registration is valid for a one year period, as dated on the certificate

F. Exceptions (if applicable)
   1. Buyer will review and confirm the Agency is agreeable to any exceptions
   2. Buyer will review exceptions with General Counsel
   3. Buyer receives approval from General Counsel on exceptions
   4. Buyer contacts supplier, when necessary, to discuss exceptions

G. Buyer Prepares Bid for Award
   1. Go through bid and clip Copyrighted pages
   2. Prepare Proprietary & Copyrighted Statement
      i. List all copyrighted and proprietary information
      ii. If no copyrighted and proprietary information exists, the form is not required

H. Buyer Prepares Awarded Bid Tab
   1. Buyer will use copy of Bid Tab to notate Primary, Secondary, E85 award, etc. as applicable
   2. Buyer will highlight lines to be awarded as the bid lines relate to the supplier(s)
   3. Buyer will notate the following statement be added to the Bid Tab, if there is a minimum of a Secondary award:
      Due to the build out dates and estimated contract usage, vehicles may consist of a Primary Award which is awarded to the lowest responsible bidder meeting specifications and a Secondary Award which may be awarded to the next lowest responsible bidder of a different model meeting specifications.

   4. If Life Cycle Cost is not being awarded, Buyer will notate that these lines need to be removed from the Bid Tab

XI. Rejection of all Bids (Vehicle ITB Rejection of all Bids Checklist)
An Agency may determine to reject all bids for different reasons. Regardless of the reason, the Agency must notify SPB in writing that they are requesting all bids to be rejected, as well as justification.

A. Agency submits request and justification to reject all bids in writing to SPB

B. Buyer completes and signs"Reject all Bids Justification Form"

C. Buyer forwards "Reject all Bids Justification Form" to Advisor to begin the signature process
   1. Advisor will forward form to Procurement Manager for signature
   2. Procurement Manager will forward form to Materiel Division Administrator for signature

D. Buyer receives completed "Reject all Bids Justification Form" with all signatures

E. Buyer provides file and "Reject all Bids Justification Form" to Staff Assistant

F. Staff Assistant generates and saves "Rejection of Bids" letter

G. Buyer reviews, approves, and returns to Staff Assistant for posting

H. Staff Assistant will post "Rejection of Bids" letter

I. Staff Assistant will print and file posted document and return file to Buyer

J. Staff Assistant cancels ITB in Payroll & Financial Center

K. Buyer will prepare file for records
   See SOP 54, Records Management

   1. Buyer will ensure all documents and emails are included within the file
      i. Ensure all submitted bids are within the file

   2. If ITB will be rebid, the Buyer may hold the ITB in the library for reference
      i. Must be prepared for records when new ITB is sent out for bid

L. If Agency desires rebid, the ITB process will start from beginning

XII. Initial Contract Award
See SOP 31, Initial Contract Award

5. Other Vehicle Purchases

I. Vehicle Requisitions for Non-Contract Requests
An example of this type of vehicle requisition would be a specially equipped handicap van for a Nebraska Veterans Home.

A. Complete Procedures for a One Time Purchase
See SOP 13, ITB Process, One Time Purchase or Contract (Commodity)

II. Vehicle Requisitions for Used Vehicles
See SOP 27, Used Equipment

6. *Vehicle Purchase Orders, Generated from State Vehicle Contracts*

I. Notification of Vehicle Purchase Order

A. Agency generates purchase order off of contract within the Payroll & Financial Center

B. Purchase Order routes to TSB Manager for approval within the Payroll & Financial Center

C. After TSB approval, purchase order routes to SPB for approval with the Payroll & Financial Center

1. Buyer within the approval route will receive a generated email notification that approval is required on the purchase order (See Figure 2)

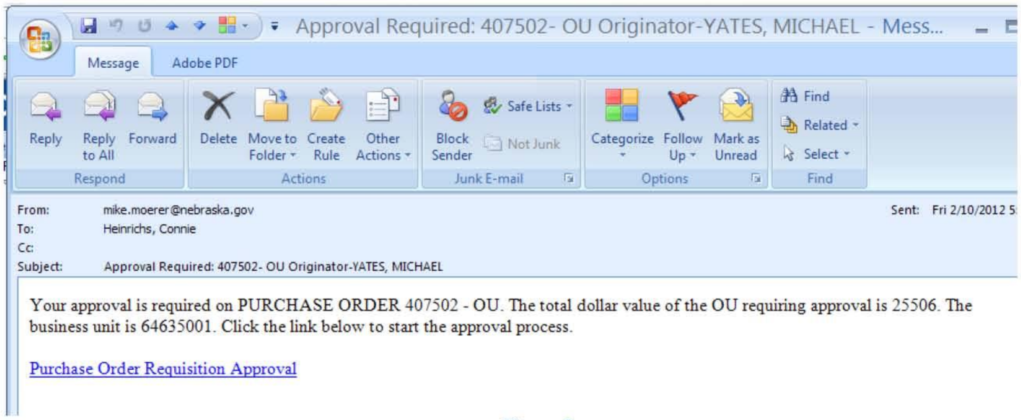


Figure 2

II. Review Purchase Order

A. Go to the Purchase Order Approval (Generic) menu as shown in Figure 3.

1. Keep this screen open while working on the purchase order(s) so the Status Summary Sheets can be printed upon completion of the purchase order(s)

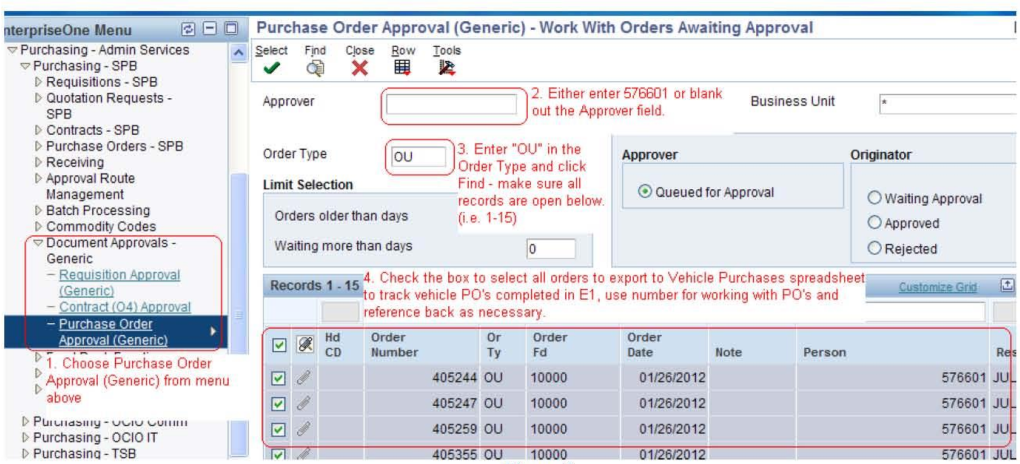
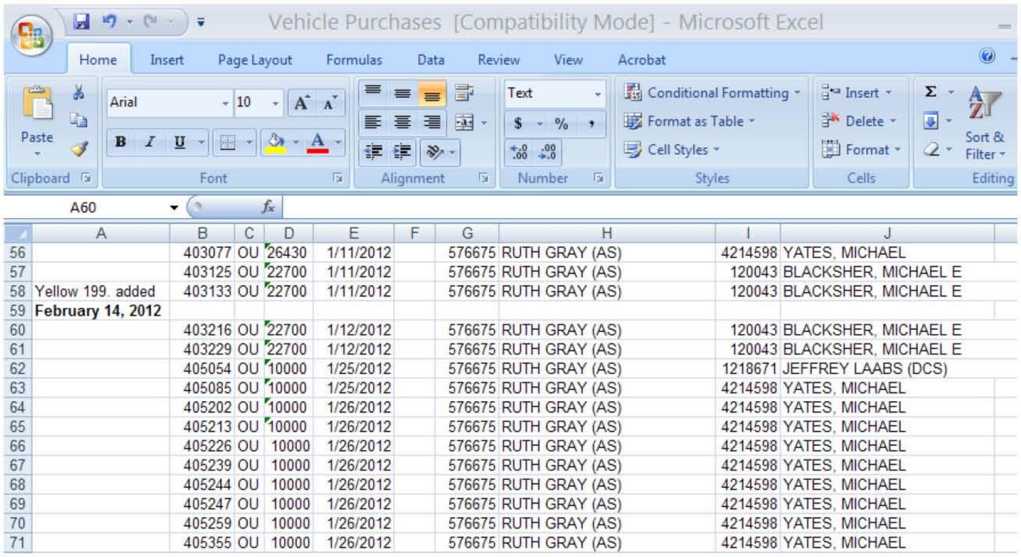


Figure 3

2. Export Data
    i. Go to Tools -> Export Grid Data -> Click Continue (no other changes made)
    ii. Book1 Excel Spreadsheet opens up with exported data.
    iii. Copy and paste data (Purchase order numbers and information) into the Vehicle Purchases spreadsheet tab by year at G:Purchasing\Commodities\Vehicles\Vehicle Purchases (See Figure 4)
    iv. Include on the spreadsheet the date the PO's are worked and printed for submission to the supplier(s)



	A	B	C	D	E	F	G	H	I	J
56		403077	OU	26430	1/11/2012		576675	RUTH GRAY (AS)	4214598	YATES, MICHAEL
57		403125	OU	22700	1/11/2012		576675	RUTH GRAY (AS)	120043	BLACKSHER, MICHAEL E
58	Yellow 199. added	403133	OU	22700	1/11/2012		576675	RUTH GRAY (AS)	120043	BLACKSHER, MICHAEL E
59	**February 14, 2012**									
60		403216	OU	22700	1/12/2012		576675	RUTH GRAY (AS)	120043	BLACKSHER, MICHAEL E
61		403229	OU	22700	1/12/2012		576675	RUTH GRAY (AS)	120043	BLACKSHER, MICHAEL E
62		405054	OU	10000	1/25/2012		576675	RUTH GRAY (AS)	1218671	JEFFREY LAABS (DCS)
63		405085	OU	10000	1/25/2012		576675	RUTH GRAY (AS)	4214598	YATES, MICHAEL
64		405202	OU	10000	1/26/2012		576675	RUTH GRAY (AS)	4214598	YATES, MICHAEL
65		405213	OU	10000	1/26/2012		576675	RUTH GRAY (AS)	4214598	YATES, MICHAEL
66		405226	OU	10000	1/26/2012		576675	RUTH GRAY (AS)	4214598	YATES, MICHAEL
67		405239	OU	10000	1/26/2012		576675	RUTH GRAY (AS)	4214598	YATES, MICHAEL
68		405244	OU	10000	1/26/2012		576675	RUTH GRAY (AS)	4214598	YATES, MICHAEL
69		405247	OU	10000	1/26/2012		576675	RUTH GRAY (AS)	4214598	YATES, MICHAEL
70		405259	OU	10000	1/26/2012		576675	RUTH GRAY (AS)	4214598	YATES, MICHAEL
71		405355	OU	10000	1/26/2012		576675	RUTH GRAY (AS)	4214598	YATES, MICHAEL

Figure 4

B. Buyer will Work with and Review Purchase Order to be completed within Payroll & Financial Center (See Figure 5 & 6)

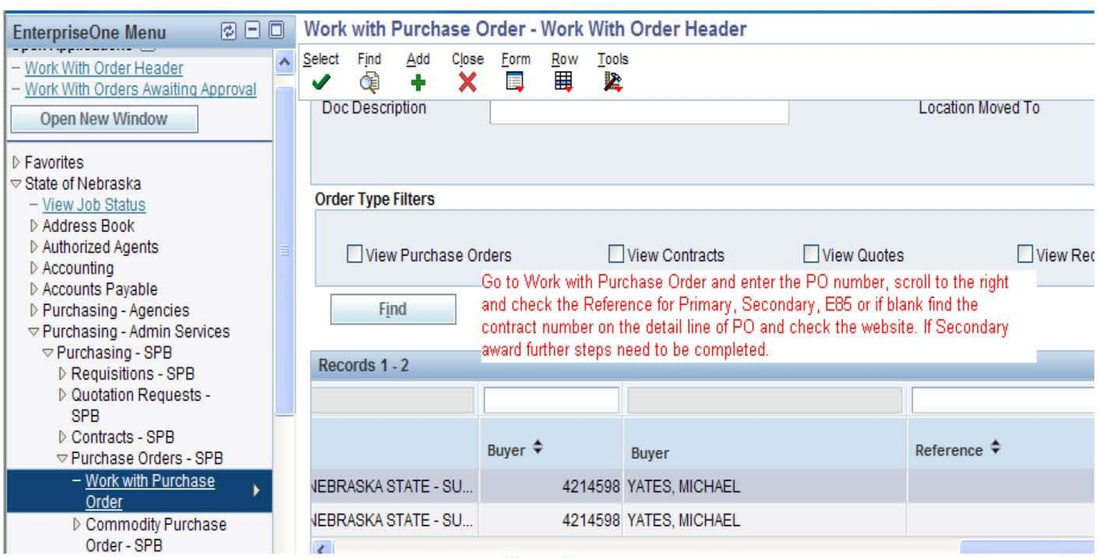


Figure 5

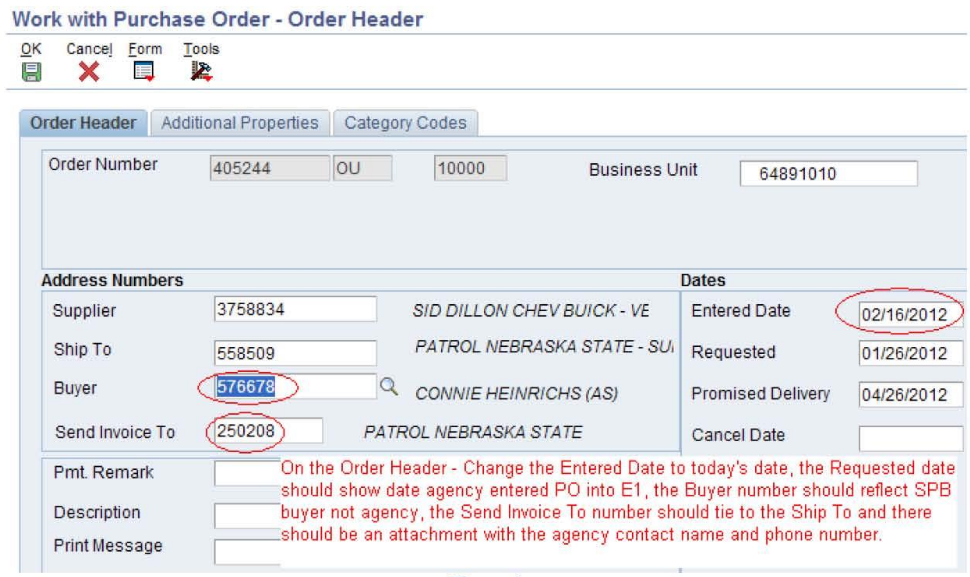


Figure 6

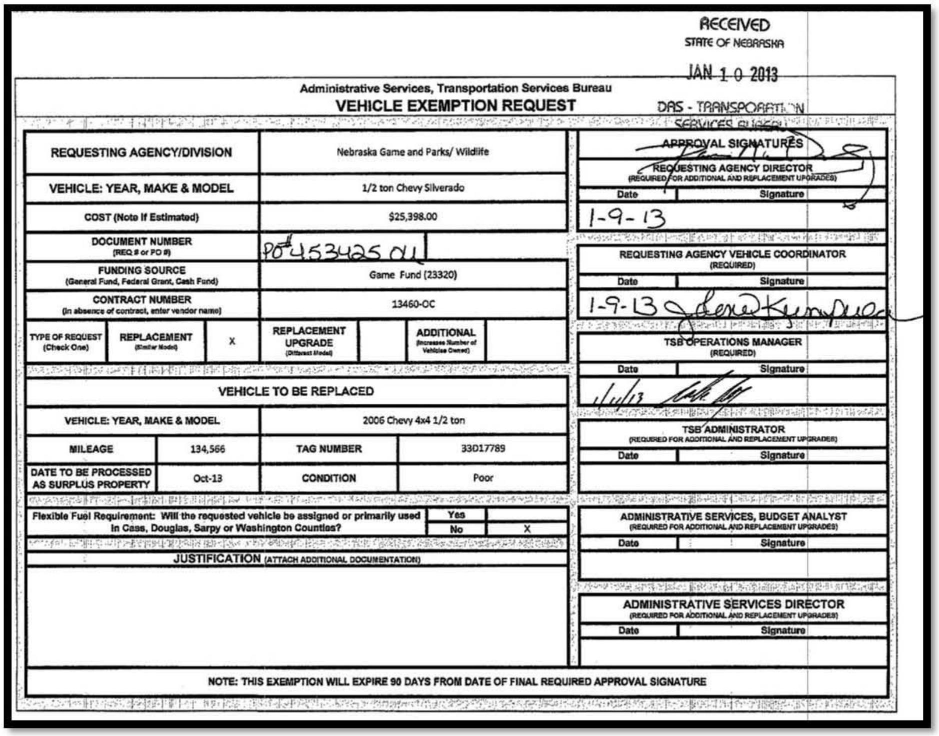
1. Scroll clear to the Right to find the contract number to check the SPB website for Primary, Secondary or E85 award
   i. Verify Build Out Date has not passed on the contract
   ii. Agency is to purchase off of the Primary Contract or the E85 Contract
   iii. Agency may use Secondary Contract if Primary Contract has closed due to Build Out Dates (Agency may purchase off of Third Contract if Primary and Secondary Contract has closed) OR
   iv. Agency may purchase off of Secondary or Third Contract if Primary Contract is still available and the purchase price, including options, is the low price
      a. Buyer will need to calculate and verify the contract chosen is the low
      b. If the contract chosen is not the low but it has been indicated that the vehicle is for "State Patrol", Buyer may proceed
      c. If the contract chosen is not the low, contact the agency to cancel the purchase order and resubmit using the correct contract

2. Revise the Entered Date to today's date
3. Revise Buyer to Buyer completing Purchase Order
4. Ensure the Agency has provided their Agency contact and phone number in a header attachment
5. Check to make sure the Description 2 field contains the make and model of the vehicle (i.e. Chevrolet Traverse AWD)
6. Ensure Agency has noted interior and exterior colors on the purchase order
   i. If Agency did not provide, Buyer will contact Agency and add the information to the purchase order

7. Click on each line attachment to clean up as needed (i.e. remove "OPTIONS", spaces, 4x4 if option deletes and information not needed on purchase order)
8. When all changes have been made click OK and enter any changes made in the box and click OK again (i.e. Updated date, buyer number, and line attachment info. 2/16/12 ch)
9. The purchase order will automatically approve in the system

C. Buyer will print any supporting documents, which may include:
TSB – Vehicle Exemption Request Form, found on the TSB website, is completed by the agency and submitted to TSB. TSB reviews and signs their approval and attaches a copy within the Payroll and Financial Center. (See Figure 7)

This form is used when an agency wishes to purchase a vehicle directly for their agency; used for any agency purchase, as opposed to the lease of vehicles by agencies through TSB.



RECEIVED
STATE OF NEBRASKA
JAN 1 0 2013
DAS - TRANSPORTATION
SERVICES BUREAU

Administrative Services, Transportation Services Bureau

VEHICLE EXEMPTION REQUEST

REQUESTING AGENCY/DIVISION	Nebraska Game and Parks/ Wildlife
VEHICLE: YEAR, MAKE & MODEL	1/2 ton Chevy Silverado
COST (Note If Estimated)	$25,398.00
DOCUMENT NUMBER (REQ # or PO #)	PO# 453425 OU
FUNDING SOURCE (General Fund, Federal Grant, Cash Fund)	Game Fund (23320)
CONTRACT NUMBER (In absence of contract, enter vendor name)	13460-OC

TYPE OF REQUEST (Check One)	REPLACEMENT (Similar Model)	X	REPLACEMENT UPGRADE (Different Model)		ADDITIONAL (Increases Number of Vehicles Owned)	

VEHICLE TO BE REPLACED

VEHICLE: YEAR, MAKE & MODEL	2006 Chevy 4x4 1/2 ton		
MILEAGE	134,566	TAG NUMBER	33D17789
DATE TO BE PROCESSED AS SURPLUS PROPERTY	Oct-13	CONDITION	Poor

Flexible Fuel Requirement: Will the requested vehicle be assigned or primarily used in Cass, Douglas, Sarpy or Washington Counties?	Yes	
	No	X

JUSTIFICATION (ATTACH ADDITIONAL DOCUMENTATION)

APPROVAL SIGNATURES

REQUESTING AGENCY DIRECTOR (REQUIRED FOR ADDITIONAL AND REPLACEMENT UPGRADES)	
Date	Signature
1-9-13	

REQUESTING AGENCY VEHICLE COORDINATOR (REQUIRED)	
Date	Signature
1-9-13	

TSB OPERATIONS MANAGER (REQUIRED)	
Date	Signature
1/11/13	

TSB ADMINISTRATOR (REQUIRED FOR ADDITIONAL AND REPLACEMENT UPGRADES)	
Date	Signature

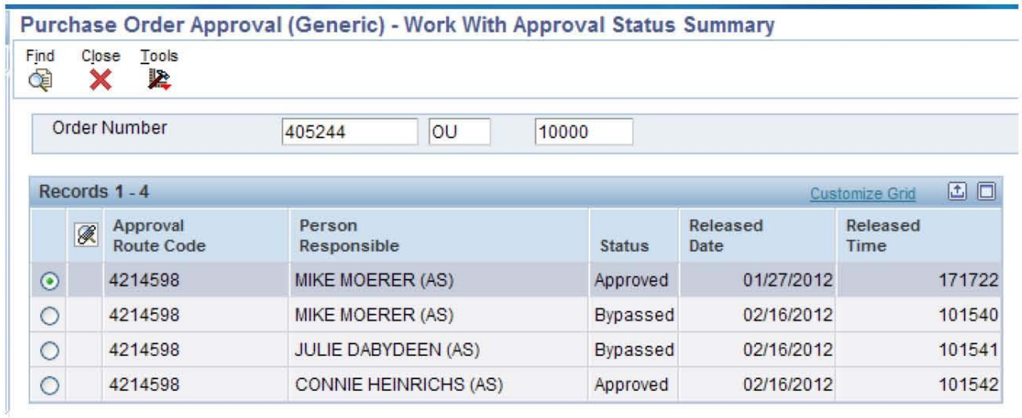
ADMINISTRATIVE SERVICES, BUDGET ANALYST (REQUIRED FOR ADDITIONAL AND REPLACEMENT UPGRADES)	
Date	Signature

ADMINISTRATIVE SERVICES DIRECTOR (REQUIRED FOR ADDITIONAL AND REPLACEMENT UPGRADES)	
Date	Signature

NOTE: THIS EXEMPTION WILL EXPIRE 90 DAYS FROM DATE OF FINAL REQUIRED APPROVAL SIGNATURE

Figure 7

D. Buyer will Print the Status Summary from the Work With Approval Status Summary (See Figure 8)



Approval Route Code	Person Responsible	Status	Released Date	Released Time
4214598	MIKE MOERER (AS)	Approved	01/27/2012	171722
4214598	MIKE MOERER (AS)	Bypassed	02/16/2012	101540
4214598	JULIE DABYDEEN (AS)	Bypassed	02/16/2012	101541
4214598	CONNIE HEINRICHS (AS)	Approved	02/16/2012	101542

Figure 8

E. Buyer will Print the purchase order

III. Purchase Order Approval

A. Buyer will sign and date purchase order
   1. Sign front page with signature and date
   2. Initial remaining purchase order pages

B. Buyer will forward purchase order and supporting documents to Advisor for review/initials

C. Advisor will forward purchase order to Procurement Manager for review/initials

D. Procurement Manager will forward purchase order to Materiel Administrator for review/initials/date if purchase order is $25,000 or greater

IV. Purchase Order Sent Out and Filed

A. Staff Assistant will make two copies of the purchase order
   1. One copy is to be mailed to the supplier
   2. One copy is to be made on blue paper

B. Staff Assistant will fax or email the supplier and mail copy of purchase order
   1. Email should contain the following statement
      Attached is one vehicle purchase order for processing. Please verify that you received this email. A copy of the purchase order has been mailed. Please do not duplicate.

   2. Fax cover letter should contain the following statement
      Attached is one vehicle purchase order for processing. A copy of the purchase order has been mailed. Please do not duplicate.

C. Staff Assistant will email a copy of Purchase Order to the contact person listed in the header of the Purchase Order and the SPB Front Desk

D. Staff Assistant will file original purchase order and supporting documents and blue copy of purchase order appropriately

7. References

State Purchasing Bureau, SOP 1, File Configuration & Maintenance
State Purchasing Bureau, SOP 5, Buyer's Instructional Form (Purple Sheet)
State Purchasing Bureau, SOP 8, Bid Opening
State Purchasing Bureau, SOP 9, Bonds
State Purchasing Bureau, SOP 10, Certificate of Insurance
State Purchasing Bureau, SOP 13, ITB Process, One Time Purchase or Contract (Commodity)
State Purchasing Bureau, SOP 14, Award of Bid Process
State Purchasing Bureau, SOP 15, ITB Process, Return Mail
State Purchasing Bureau, SOP 16, ITB Process, Sole Source
State Purchasing Bureau, SOP 18, Bid Tabulation, Proofing, Award Explanation
State Purchasing Bureau, SOP 27, Used Equipment
State Purchasing Bureau, SOP 30, Life Cycle Cost
State Purchasing Bureau, SOP 31, Initial Contract Award
State Purchasing Bureau, SOP 49, Working with General Counsel
State Purchasing Bureau, SOP 54, Records Management
Nebraska State Statute 81-161.01

Nebraska Administrative Services Materiel Division	SOP Number & Name:	SOP 29, SPB Print Requisitions
	Revision Number:	Original
	Implementation Date:	01/29/2013
State Purchasing Bureau	Last Reviewed/Update Date:	01/25/2013
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Printing Requisitions

NOTE: "Advisor" means "State Procurement Supervisor" within all SOP's. (7.5.2013)

1. Overview

State Print Shop reviews requests for printing at any dollar amount. Printing is an exception category, due to the availability of the State Print Shop, which is tasked with performing printing for state agencies. A State Agency should submit an online print requisition through Print Shop's online system, if the Print Shop can provide the services needed. If the Print Shop is unable to fulfill an Agencies' needs, the Agency will submit a requisition through the Payroll and Financial Center that will route to State Purchasing Bureau (SPB) for review by the SPB/Print Shop Buyer.

The State Print Shop can perform most printing functions, but currently cannot perform the following:
- Print Business Cards with thermographic printing
- Print Decals
- Print On Jump Drives
- Print On Magnets

Checklists are required for different areas of the process, and are to be attached within the classification folder. Items on the checklist will be marked off, dated, and initialed as tasks are completed. Checklists will also include Milestone Reviews. Note: SPB print requisitions are completed within the Formal or Informal Bid Process and the required checklist will be completed as SPB print requisitions occur. The required checklist for SPB print requisitions is:
- SPB Print Requisitions

2. *Procedure*

I. Review Process for SPB Print Requisitions
This process is completed during the review process of the formal and informal bid procedure being used.

A. In addition to the review for the formal or informal bid procedure, the Buyer reviews the SPB print requisition for the following:

1. Agency has provided written documentation, typically an email from the Print Shop to the Agency, stating the Agency has contacted the Print Shop and the Print Shop cannot meet the Agency's needs
   i. If documentation is not attached, the Buyer will need to request the Agency to do so
   ii. Documentation needs to be attached within the Payroll and Financial Center

2. The Buyer may contact the Print Shop Manager directly to ascertain whether the requested item is within the Print Shop's scope of production, to answer questions, or provide further justification

II. Print Shop **can** perform the requested print job

A. SPB/Print Shop Buyer will gather pricing information from Print Shop Manager

B. SPB/Print Shop Buyer will contact Agency
   1. Provide Agency with pricing information
   2. Inform Agency to submit an Electronic Printing Services Requisition to the Print Shop, located on Print Shop's webite

C. Buyer cancels requisition within Payroll and Financial Center
   1. Buyer adds documentation to the requisition in the object media box, stating: "AS Print Shop will produce the job; requisition cancelled" & the Buyer initials and date

NOTE: If the Agency is purchasing copyright material, the Agency has unlimited authority to purchase copywritten material at any dollar amount entering a ZO (exception) Purchase Order within the Payroll and Financial Center

III. Print Shop **cannot** perform the requested print job

A. SPB/Print Shop Buyer may follow the DPA Procedures if the value is under $25,000
   1. See SOP 19, Direct Purchase Authority

B. SPB/Print Shop Buyer may follow the appropriate formal procedure if the value is $25,000 or greater
   1. See SOP 13, Invitation to Bid (ITB) Process for One-Time Purchase or Contract (Commodity)
   2. See SOP 15, ITB Process, Restrictive
   3. See SOP 16, ITB Process, Sole Source

   Note that the Agency may request the print job may be put out to bid for contract, when the value is less than $25,000

C. Contracts Award
   1. If the print job results in a contract, the contract is typically restricted to the requesting Agency rather than statewide, due to the specifics of the Agency's requirements

3. References

State Purchasing Bureau, SOP 13, ITB Process, One Time Purchase or Contract (Commodity)
State Purchasing Bureau, SOP 15, ITB Process, Restrictive
State Purchasing Bureau, SOP 16, ITB Process, Sole Source

NEBRASKA Administrative Services Materiel Division	SOP Number:	30
	SOP Name:	Invitation to Bid Process, Life Cycle Cost
	Revision Number:	R1
	Implementation Date:	03/05/2013
State Purchasing Bureau (SPB)	Last Reviewed/Update Date:	06/26/2015
SOP Owner: SOP Review Team	Approval:	

Standard Operating Procedure, Invitation to Bid (ITB) process, Life Cycle Cost for One-Time Purchase or Contract (Commodity)

1. Overview

Life Cycle Cost (LCC) is a method used to establish the lowest price of heavy equipment or vehicle(s) over the estimated useful life of the item. While the typical ITB looks for the lowest price to purchase from the lowest responsible bidder called Low Acquisition Cost (LAC), LCC seeks to establish the lowest price to own, run and operate heavy equipment or vehicles over its lifespan. LCC procurement is called out in Statute 81-161 as one of the elements to consider when awarding a bid:

(1) All purchases, leases, or contracts which by law are required to be based on competitive bids shall be made to the lowest responsible bidder, taking into consideration the best interests of the state, the quality or performance of the personal property proposed to be supplied, its conformity with specifications, the purposes for which required, and the times of delivery. In determining the lowest responsible bidder, in addition to price, the following elements shall be given consideration:

(a) The ability, capacity, and skill of the bidder to perform the contract required
(b) The character, integrity, reputation, judgment, experience, and efficiency of the bidder
(c) Whether the bidder can perform the contract within the time specified;
(d) The quality of performance of previous contracts;
(e) The previous and existing compliance by the bidder with laws relating to the contract;
(f) The life-cycle costs of the personal property in relation to the purchase price and specific use of the item

Most commonly, heavy equipment (backhoe loaders, motor graders, paving equipment, and wheel loaders) as well as vehicles are categories well-suited to LCC bidding. LCC bidding should not be limited to these categories and it is recommended that Buyers consider other items which may be suitable for LCC bidding as they occur.

The purchasing Agency pursuant to competitive bidding for backhoe loaders, motor graders, paving equipment and wheel loaders will select such heavy equipment either on an LAC or LCC basis. LCC information will be captured in a formula to allow a comparison between the prices based on LAC and the price based on LCC.

Bidders must provide a price based on acquisition costs according to specifications and the LCC calculations will be completed by SPB. In order for a bidder’s submission to be considered on the basis of LCC, the bidder must supply the information requested on the Life Cycle Cost Analysis form provided by SPB when the bid is publicly released. LCC information considered for purposes of a bid will include only the LCC information as submitted with the bid by the bidder.

If a bidder fails to complete any of the information requested for a bid price based on LCC, the bid will be disqualified from further consideration for a contract award based on LCC, but will still be considered for a bid based on LAC.

LCC is used within the formal ITB process to gather both the LAC and the LCC. Once both of those calculations have been tabulated, contract awards may be based on LAC and LCC.

In the event there is one or more qualified bids for LCC, and the Low LCC is a different bidder than the one awarded the LAC, a separate award will be made for LAC and LCC.

If three (3) LAC bids are received and less than three (3) LCC bids are received, an Award of Bid process is not needed.

The procuring agency will generate a purchase order from either the LCC or LAC contract. The Agency must complete the Contract Selection Form (See Appendix Y) and attach the form to their purchase order. The Contract Selection Form is a statement of explanation indicating why the Agency has chosen to procure an item based on LCC or LAC. The Contract Selection Form must be signed by the Agency Director. The Agency may choose which contract they will procure from based on the Agency's business needs.

The ITB process is used for the formal procurement of commodities, whether as a one-time purchase or to establish a commodity contract.

"Formal" means the Invitation to Bid is estimated at $25,000 or greater, is publicly posted for a minimum of fifteen (15) days, sealed bids are solicited and those bids are publicly opened at the stated date and time on the ITB document. SPB has set the time frame for Formal ITBs to be processed within thirty (30) business days.

A successful ITB for a one-time purchase is finalized by the completion of a Purchase Order with a firm, fixed price for a set quantity, typically with a single delivery date.

A successful ITB for a commodity contract is finalized by the issuance of a Contract. Commodity Contracts provide for the following purposes:

- Established for items used in volume by state agencies
- Awarded for established periods of time
- Used on as-needed basis
- Impose no specific quantity usage obligation on the State
- Used by Agency end users to generate Purchase Orders to request specific quantities/deliveries of the item(s)

Generally, all specifications and requests are to be structured to achieve maximum competition by receiving three (3) or more bid responses. Bid Openings are to ensure the transparency of the processes surrounding the expenditure of public funds for goods. If an ITB attracts less than three (3) competitive bids it will necessitate using an Award of Bid (AOB) Process (see SOP 14, Award of Bid).

Suppliers, Agency representatives and other members of the public often attend bid openings. During bid openings, SPB staff and Agency representatives should take care to avoid actions that may give an unfavorable impression or that may be construed as evidence of favoritism or bias. Courtesy and professionalism are exercised at all times.

The complete Invitation to Bid package for an LCC ITB consists of the ITB form, the standard Terms and Conditions, any additional Terms and Conditions, the specifications for the item(s) being procured, the Life Cycle Cost Workbook, and any addenda that relate to the offering, i.e., Questions and Answers. Leasing a commodity employs the ITB process.

Unless otherwise noted within the specifications for a specific ITB, all pricing will be required Free on Board (FOB Destination) - freight prepaid by the vendor to the place of delivery, with title passing to the end user upon delivery of the items.

The Agency is encouraged to contact a Procurement Supervisor for help with questions including, but not limited to:

- Completing forms
- Tentative Schedule of Events
- Requisition Entry in Payroll and Financial Center (PFC)

ITB tasks and deadlines will be tracked within the SPB Procurement Tracking System. The deadlines for ITB tasks will not begin for the Buyer until all documents are received from the Agency.

Procurement Supervisor responsibilities througout the ITB process include:

- Updating SPB Procurement Tracking System
- Assisting Buyer(s) in communicating with Agency
- Assisting Buyer(s) with ITB issues
- Updating Procurement Manager on status and/or potential issues
- Proactive communication with Agency
- Milestone Reviews

Checklists are required for different areas of the Life Cycle ITB process, and are to be attached within the classification folder (Surface 1) under the Timeline form(s). Items on the checklist will be dated and initialed as tasks are completed. Life Cycle ITB checklists may also include Milestone Reviews. The required checklists for the Life Cycle ITB process include:

- Commodity Identification
- Life Cycle ITB Initial Review
- Life Cycle ITB Final Review
- Life Cycle ITB Release
- Life Cycle ITB Opening
- Life Cycle ITB Bid Tabulation
- Reject all Bids, if applicable
- Initial Contract Award
- Purchase Order

See References for further information.

2. *Procedure*

I. Commodity Identification (Commodity Identification Checklist)

Upon agency approval of the requisition, the requisition routes electronically to SPB, with the below documentation attached. The requisition, with attached documents, will be submitted to SPB for approval. If any documentation is missing, the Procurement Supervisor will contact the Agency to attach the missing documents.

A. Staff Assistant receives commodity requisition through the PFC
B. Staff Assistant prints and files the following documents
   1. Requisition
   2. Approval Route
   3. Draft of specifications
   4. Tentative Schedule of Events
   5. ITB Attachments, as applicable, including but not limited to:
      i. Specification Comparison Tool form
      ii. TSB approval – in approval route (if vehicle related)
      iii. OCIO approval (if IT related)
      iv. Other approvals – ie. Exceptions (if Special Commodity related)
      v. Testing Protocol for Samples (if applicable)
      vi. Bid Sheets (if applicable)

   6. Vendor Reference list
   7. Most recent copy of grant (if applicable)

C. Staff Assistant forwards file to Procurement Supervisor
D. Procurement Supervisor reviews requisition and documentation as printed and filed by Staff Assistant
E. Procurement Supervisor assigns to Buyer(s)
   1. Procurement Supervisors are assigned specific commodities for which they are the primary point of contact, but ITB processing may cross those assignments.
      i. Procurement Supervisor works to ensure good communication between SPB teams and Agencies.

II. ITB Initial Review (Life Cycle ITB Initial Review Checklist – Buyer Process)

A. Procurement Supervisor enter the requisition arrival date into the SPB Procurement Tracking System and creates the initative there
B. Procurement Supervisor and Buyer(s) each create a folder in their Outlook e-mail
   1. E-mail correspondence received regarding this ITB shall be placed in this folder

C. Buyer(s) saves a copy of the Draft Specifications and any other documents that may be posted with the ITB to G:\Purchasing\Commodities
   1. Create a new file
      i. Name using Requisition number, brief description of the commodity, and Buyer's initials
      ii. Example: 123444 Widgets DG, RB

D. LCC ITBs will include a Life Cycle Cost Workbook, which consists of:
   1. Life Cycle Cost Analysis Form
      i. Information necessary for calculating Life Cycle Cost Anaylsis which are provided by the Buyer:
         a. Projected Number of Months in Service (Line 1)
         b. Projected Number of Hours of Operation per Month (Line 2)
         c. Projected Total Number of Hours (Line 3)
         d. Number of Maintenance Cycles Performed per Year (Line 4)
         e. Fuel Cost Per Gallon (Line 5)
            1) Data from US EIA from the week of bid release
         f. Number of Maintenance Procedures Performed during Life Cycle of Unit
         g. All other items completed by Bidder
         h. Project Salvage Value (Line 7) must be documented for comparable equipment from three (3) sales within the U.S. Midwest region.

Life-Cycle Cost Analysis - Invitation to Bid# __________

Item Description - EQUIPMENT DESCRIPTION

Line	State Agency Data Use for Calculations		
1	Projected Number of Months in Service:		Provided by State Purchasing Bureau
2	Projected Number of Hours of Operation per Month		Provided by State Purchasing Bureau
3	Projected Total Number of Hours		Provided by State Purchasing Bureau
4	Number of Maintenance Cycles Performed Per Year		Provided by State Purchasing Bureau
5	Fuel Cost-per-Gallon: (Data from U.S. Energy Information Administration the week of bid release.)		Provided by State Purchasing Bureau
	Net Cost		
6	Bid Price (Listed on ITB Line # 1)		Bidder enters amount
7	*Projected Salvage Value* *(Using Projected Total Hours & Projected Total Months) Salvage value will be based on documented sale price(s) of the same or comparable equipment within previous twelve (12) months. Vendor(s) should submit documentation from at least three (3) sales within the U.S. Midwest region with the Invitation To Bid. All documention will be required prior to award.*		Bidder enters amount
8	Net Cost (Line 6 - Line 7)	$ -	Total Net Cost
	Operating Costs		
	Fuel		
9	*Estimated Fuel Use Rate (Gallons Per Hour) "Rated RPM Full Load" or Highest Consumption Rate Tested and Documented* *Bidder should supply manufacturers documentation with the Invitation to Bid and will be required prior to award.*		Bidder enters amount
10	*Projected Number of Hours*	0	Provided by State Purchasing Bureau
11	*Projected Total Gallons* (Line 9 x Line 10)	0	
12	Fuel Cost-per-Gallon (Data from U.S. Energy Information Administration the week of bid release.)	$0.00	Provided by State Purchasing Bureau
13	*Total Estimated Fuel Cost* (Line 11 x Line 12)	$ -	
	Estimated Maintenance Cost for Parts (Labor not included)		
14	Total Maintenance Cost		Bidder enters amount from Maintenance Cost Work Sheet
15	Total Operating Cost (Fuel + Maintenance) (Line 13 + Line 14)	$0.00	
16	Total Life-Cycle Cost (Net Cost, Line 8 + Total Operating Cost, Line 15)	$0.00	Total Life-Cycle Cost
17	(Total Life-Cycle Cost divided by Total Hours) (Line 16/Line 3)	#DIV/0!	Life-Cycle Cost Per Hour

In order to be considered for a Life-Cycle Cost Award, all Bidder fields must be completed. Additional supporting documentation may be requested.

In the event equipment performance does not meet the criteria as indicated, a Vendor Performance Report may be submitted by the purchasing agency and vendor suspension may occur.

Bidder Name: ______________________________

I hereby certify the above to be true and accurate information.

Authorized Representative: ______________________ Date: ______________
Signature

   2. Maintenance Cost Work Sheet and Instructions
      i. To be completed by Bidder

Maintenance Cost Work Sheet

Item No.	Total Maintenance Costs - Indicate parts necessary to perform a complete change; that is, if the machine has two air filters, you must price both).	No. of Maint. Procedures Performed During Life Cycle of Unit	Vendor Supplied "Manufacturer's Suggested Retail Price" for Parts	Total Cost
1	Engine filter(s)			
2	Engine fuel filter(s)			
3	Transmission filter(s)			
4	Engine air filter(s)			
5	Cab air filter(s)			
6	Hydraulic filter(s)			
7	Coolant filter(s)			
8	Engine accessory belt(s)			
	Additional maintenance as mandated by the manufacturer for warranty compliance, if necessary:			
9				
10				
11				
	Total Life Cycle Maintenance Cost (To be entered in Line 14)			$ -

The information listed in the worksheet may vary depending on the type of purchase to be made. It may also be useful for the Buyer to provide the Agency with a Maintenance Cost Work Sheet to determine what information will be needed to perform the Life Cycle calculations. The Maintenance Cost Work Sheet can be located at: G:\Purchasing\Commodities\Life Cycle Cost

E. Following the Initial Review, the Procurement Supervisor and Buyer(s) update the SPB Procurement Tracking System to reflect the agreed-upon Completion Goal dates
F. If further documentation or information is needed, the Procurement Supervisor and Buyer(s) work with Agency

III. ITB Initial Review (Life Cycle ITB Review Checklist – Pre Work)

The initial review is completed by the Buyer(s) and reports any issues to the Procurement Supervisor. Buyer is to communicate with Agency as necessary.

Note: Any draft of the Specification, Bid Sheet(s) Schedules, Attachments, etc. (other than the originals submitted with the Requisition) may be held in a separate manila folder or electronic folder on the G: Drive, labeled "Working Documents," and is withheld from Public Record Requests. The Buyer(s) must also write "Working Document" on the first page of the document. This folder is to be recycled when the Buyer(s) forwards the file for purchase orders/contract signatures.

A. Draft of Specifications
   1. Buyer(s) (and Procurement Supervisor) review for completeness and ability for at least three (3) Vendors to provide requested commodities
   2. Buyer(s) works with Agency to resolve questions and/or review requested changes
   3. The function of specifications is to provide a basis for obtaining a commodity that will satisfy a particular need at an economical cost. Specifications should:

i. Identify minimum requirements in a clear and accurate manner
ii. Allow for competitive bid with a minimum of three (3) vendors
iii. List reproducible test methods to be used in testing for compliance with specifications, if samples are requested
iv. Be capable of verification. Specifications that are written in such a way that a product offered cannot be verified as meeting specifications results in confusion.
v. Have reasonable tolerance levels. Unnecessary precision is expensive and may limit competition.

4. The following sections should be considered on specifications for an ITB – Contract:
   i. Scope
   ii. Non-compliance Statement
   iii. Rights
   iv. Secretary of State Registration
   v. Award
   vi. Amendment
   vii. Revisions
   viii. Assignment of Contract
   ix. Breach of Contract
   x. Termination
   xi. Taxes
   xii. Prices (If not using Core and Catalog)
   xiii. Core and Catalog Pricing
   xiv. Quality
   xv. Gray Market Products Prohibition (Optional)
   xvi. Authorized Dealer and Warranty (Optional)
   xvii. Motor Vehicle Industries Regulation Act (For all licensed motor vehicles)
   xviii. Warranty (Optional)
   xix. Substitutions
   xx. Annual Usage
   xxi. Delivery
   xxii. Orders
   xxiii. Packaging (Optional)
   xxiv. Payment
   xxv. Political Sub-divisions
   xxvi. Usage Report
   xxvii. Recycled Content
   xxviii. Energy Star Produts (Optional)
   xxix. Performance Testing (Optional)
   xxx. Sample(s) (Optional)
   xxxi. Life Cycle Cost
   xxxii. References
   xxxiii. Customer Service
   xxxiv. Bidder Instructions
   xxxv. Material Specifications

5. The following sections should be considered on specifications for an ITB – One-Time Purchase:
   i. Scope
   ii. Non-compliance Statement
   iii. Rights
   iv. Secretary of State Registration
   v. Award
   vi. Amendment

vii. Assignment of Contract
viii. Breach of Contract
ix. Taxes
x. Prices
xi. Quality
xii. Gray Market Products Prohibition (Optional)
xiii. Authorized Dealer and Warranty (Optional)
xiv. Motor Vehicle Industries Regulation Act (For all licensed motor vehicles)
xv. Warranty (Optional)
xvi. Substitutions
xvii. Delivery
xviii. Orders
xix. Packaging (Optional)
xx. Payment
xxi. Recycled Content
xxii. References
xxiii. Political Sub-divisions
xxiv. Energy Star Products (Optional)
xxv. Performance Testing (Optional)
xxvi. Sample(s) (Optional)
xxvii. Life Cycle Cost
xxviii. Bidder Instructions
xxix. Material Specifications

B. Unit of Measure (UOM)
1. Review for correct UOM in regard to cost and/or item(s) ordered

C. Schedule of Events

The Buyer(s) (and Procurement Supervisor) will work with the Agency to determine exact dates for the ITB Schedule of Events. Schedule of Events dates will need to be updated in the SPB Procurement Tracking System. The Schedule of Events may be amended after the ITB is posted publicly. The suggested dates listed below are not mandatory, but provide a guideline to follow. Complex ITBs may require additional days between events.

An ITB for a one-time purchase or contract requires a minimum of fifteen (15) calendar days between release and opening, per statute 81-161.01.

1. Release Invitation to Bid
   i. Date ITB posted publicly on SPB Website

2. Last day to submit Notification of Intent to Attend Pre-Bid Conference (if applicable)
   i. Allows Agency and SPB to know how many Vendors will be in attendance for planning purposes
   ii. Minimum seven (7) days after release of ITB

3. Last day to submit written questions
   i. Vendors submit written questions related to ITB
   ii. Minimum seven (7) days after release of ITB, if no Pre-Bid Conference is held

4. Pre Bid Conference (if applicable)
   i. Conference where Agency, SPB, and Vendors discuss ITB
   ii. Conference attendance may be mandatory or optional as per ITB instructions
   iii. Only written questions will have binding answers

   iv. Recommended for site visits
   v. Minimum ten (10) days after release of ITB

5. Last day to submit written questions after Pre-Bid Conference (required if Pre-Bid Conference occurred)
   i. Written questions received following Pre-Bid Conference
   ii. Minimum one (1) day after Pre-Bid Conference

6. State responds to written questions through Invitation to Bid Addendum

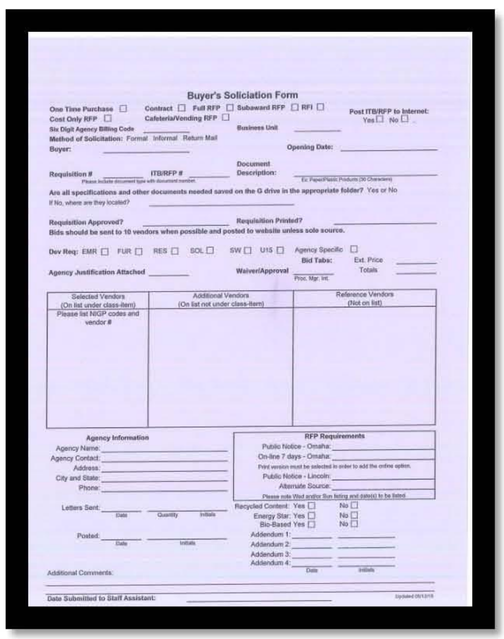
i. Questions are forwarded to Agency for response
ii. Buyer(s) (and Procurement Supervisor) review answers
iii. Agency needs to allow a minimum of one to three (1-3) days for SPB responses
iv. Minimum one to two (1-2) days after receipt of questions

7. Bid Opening
   i. Date and Time proposals publicly opened
   ii. Open to Agency, Bidders, and Public
   iii. Minimum of ten to fifteen (10-15) days after release date

D. Drafts of Bid Sheet(s), ITB attachments, and Special Conditions, if applicable
   1. Buyer(s) (and Procurement Supervisor) reviews for completeness and coherence
   2. Buyer(s) works with Agency to resolve questions
   3. Includes Life Cycle Submission Final workbook
      i. Located at G:\Purchasing\Commodities\Life Cycle Cost\Life Cycle History
      ii. Buyer will complete the information that was provided by the Agency
      iii. Buyer will complete the information regarding Fuel Cost Per Gallon using EIA information obtained the week of ITB posting

E. Buyer(s) compiles Vendor Reference List
   1. Include Vendors provided from Agency
   2. Include incumbant contractor (if applicable, unless debarred)
   3. Search PFC for additoinal Vendors, by NIGP code
   4. Minimum of ten (10) Vendors recommended

F. Buyer(s) sends all drafts to the Agency for final review. The Buyer(s) may not proceed until the Agency has reviewed and approved final draft.
G. Buyer(s) completes the Buyer's Solicitation Form (Purple Sheet)



Buyer's Soliciation Form

One Time Purchase ☐ Contract ☐ Full RFP ☐ Subaward RFP ☐ RFI ☐
Cost Only RFP ☐ Cafeteria/Vending RFP ☐
Post ITB/RFP to Internet: Yes ☐ No ☐
Six Digit Agency Billing Code ________ Business Unit ________
Method of Solicitation: Formal Informal Return Mail
Buyer: ________ Opening Date: ________
Requisition # ________ ITB/RFP # ________ Document Description: ________
Please include document type with document number. Ex: Paper/Plastic Products (30 Characters)
Are all specifications and other documents needed saved on the G drive in the appropriate folder? Yes or No
If No, where are they located? ________
Requisition Approved? ________ Requisition Printed? ________
Bids should be sent to 10 vendors when possible and posted to website unless sole source.
Dev Req: EMR ☐ FUR ☐ RES ☐ SOL ☐ SW ☐ U15 ☐ Agency Specific ☐
Bid Tabs: Ext. Price ________ Totals ________
Agency Justification Attached ________ Waiver/Approval ________ Proc. Mgr. Int.

Selected Vendors (On list under class-item)	Additional Vendors (On list not under class-item)	Reference Vendors (Not on list)
Please list NIGP codes and vendor #		

Agency Information
Agency Name: ________
Agency Contact: ________
Address: ________
City and State: ________
Phone: ________
Letters Sent: ________ Date ________ Quantity Initials
Posted: ________ Date ________ Initials

RFP Requirements
Public Notice - Omaha: ________
On-line 7 days - Omaha: ________
Print version must be selected in order to add the online option.
Public Notice - Lincoln: ________
Alternate Source: ________
Please note Wed and/or Sun listing and date(s) to be listed.

Recycled Content: Yes ☐ No ☐
Energy Star: Yes ☐ No ☐
Bio-Based Yes ☐ No ☐
Addendum 1: ________ ________
Addendum 2: ________ ________
Addendum 3: ________ ________
Addendum 4: ________ ________
Date Initials

Additional Comments:
Date Submitted to Staff Assistant: ________

1. Select a procurement event:
    i. One Time Purchase
    ii. Contract
    iii. RFP (not applicable)
    iv. RFP-Alt Form (not applicable)
    v. RFI (not applicable)

2. Six Digit Agency Billing Code (not applicable)
3. Business Unit (not applicable)
4. Post ITB/RFP to Internet
    i. Select Yes or No
        a. All ITBs need to be posted to the SPB website unless for a sole source

5. Method of Solicitation
    i. Circle Formal

6. Buyer
    i. Enter the name of the Buyer assigned

7. Opening Date
    i. Enter the Opening Date (date the ITB is to be received and opened)

8. Requisition #
    i. Enter the number of the Requisition from PFC

9. Document Description
    i. Enter a brief description of the commodity
    ii. Limited to thirty (30) characters in PFC

10. Are all specifications and other documents needed saved on the (G:) drive in the appropriate folder?
    i. Select Yes or No
    ii. All documents must be located on the (G:) drive, unless deemed otherwise and approved by Procurement Supervisor and Procurement Manager
    iii. If No, enter location where documents are stored

11. Requisition Approved
    i. Date Requisition Approved
    ii. Initials of Approver (See Approval Route)

12. Requisition Printed
    i. Date Requisition Printed

13. Dev Req (Deviated Requisition)(if applicable)
    i. Select:
        a. EMR – Emergency
        b. FUR – Furniture
        c. RES – Restricted
        d. SOL – Sole Source
        e. SW – Statewide
        f. U15 – Bid under 15 days
        g. Agency Specific

14. Bid Tabs (LAC and LCC)

i. Extended Price
   a. Enter Yes or No

ii. Totals
   a. Enter Yes or No

15. Agency Justification Attached
   i. Enter Yes, No, or N/A
   ii. Justification is required on any bid that has a Dev Req, unless Statewide (SW)
   iii. Justification must be approved by Procurement Supervisior prior to routing to Staff Assistant

16. Selected Vendors**
   i. Enter NIGP codes used in ITB
   ii. Enter Vendor name and Address Book number

17. Additional Vendors** (Have Address Book number but not associated NIGP code)
   i. Enter Vendor name and Address Book number

18. Reference Vendors**
   i. Enter names and addresses of Vendors not listed in PFC

** Note: Incumbent Contractor(s) must be included in one of the above Vendor Lists, if applicable and not suspended

19. Agency Information
   i. Enter the contact information for the Agency

20. RFP Requirements (not applicable)
21. Recycled Content
   i. Select Yes or No
   ii. If specifications identify there is recycled or post-consumer content

22. Energy Star
   i. Select Yes or No
   ii. If specifcations identify an Energy Star rating

23. Bio-Based
   i. Select Yes or No
   ii. If specifications identify there is Bio-Based content

24. Additional Comments
   i. Enter any additional instructions for Staff Assistant

H. Buyer must print and file e-mail and all other correspondence, meet with Procurement Supervisor for Milestone Review, and update Timeline Form and Buyer Assignment sheets
I. Date Submitted to Staff Assistant
   1. Enter the date document was routed to Staff Assistant

J. Following Procurement Supervisor approval, Buyer(s) will transfer file to Staff Assistant for Pre-Release Activities
   1. Buyer(s) will place any further revisions to the electronic files on top of the classification folder

K. Staff Assistant completes the following items on the Buyer's Solicitation Form (Purple Sheet)
   1. ITB/RFP #
      i. Enter the ITB number

   2. Letters Sent
      i. Enter the date and quantity of letters mailed and initial

   3. Posted
      i. Enter date posted to SPB website and initial

   4. Addendum 1, 2, 3, … etc.
      i. Initial and date when Addenda are posted to SPB website

   5. Date Staff Assistant Received
      i. Enter the date the documents were received

IV. ITB Pre-Release Activities (Life Cycle ITB Final Review Checklist – Staff Assistant Process)
Buyer will need to print Fuel Cost from
http://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_r20_w.htm

A. Allow Staff Assistant one (1) business day to complete Pre-Release Activities (when an ITB is given to the Staff Assistant after 12:00 PM, Staff Assistant may process the ITB the next business day)

B. Staff Assistant generates ITB number in PFC
   1. All detail lines as noted on the requisition generated within the ITB
   2. Print on correct form
      i. Invitation to Bid – One Time Purchase
      ii. Invitation to Bid - Contract

C. Staff Assistant Creates a Folder in their e-mail
   1. E-mail correspondence received regarding this ITB must be placed in this folder

D. Staff Assistant renames ITB folder at G:\Purchasing\Commodities
   1. Remove requisition number and replace with ITB number

E. Staff Assistant completes and formats ITB documents,using those submitted by Buyer(s) and/or saved in the ITB folder as per Buyer instructions. Staff Assistant will fill in any highlighted areas in each section of the documents as appropriate. If Staff Assistant is unsure of any information, they are to ask the Buyer(s) for clarification.
   1. Invitation to Bid
      i. Dates match in the header of ITB
      ii. Required lines of requisition were generated into ITB
      iii. Lines added to ITB (if required)

   2. Schedule of Events is complete
      i. Insert ITB number where outlined
      ii. Insert dates

   3. Special Conditions (if applicable)
   4. Specifications/Terms and Conditions
      i. Insert ITB number where outlined
      i. Bid Bond (optional)
      ii. Performance Bond (optional)

5. Bid Sheet(s), includes Life Cycle Submission Final workbook
   i. Insert ITB number where outlined
   ii. Bid Sheet locked down
      a. Bidders should only be allowed to type in specific cells
      b. Lock spreadsheet with the ITB number as the password

6. Any other changes noted by the Buyer(s)

F. Staff Assistant prepares Invitation to Bid Announcement Letter
   1. Refer to Buyer's Solicitation Form (Purple Sheet) for required information
   2. Save and print

G. Staff Assistant creates Vendor Reference List and labels to mail Bid Announcement Letters
   1. May be created within PFC
   2. May be created within a Word document, if not in PFC
   3. Refer to Buyer's Solicitation Form (Purple Sheet) for required information
   4. Save a copy within the commodity folder
   5. Print on label paper
   6. Make a copy of the Vendor Reference List on copy paper

H. Staff Assistant will place the following items, in the following order, on top of the classification folder
   1. Solicitation Letter
   2. Copy of ITB
   3. Schedule of Events
   4. Specifications/Terms and Conditions
   5. Bid Sheet(s), including Life Cycle Submission Final Workbook
   6. Attachments (if applicable)
   7. Vendor Reference List Labels
   8. Copy of Vendor Reference List
   9. Any draft documents provided by the Buyer(s)

I. Staff Assistant transfers file to Buyer(s) for review and approval

J. Buyer(s) reviews ITB Documents received for accuracy (Buyer ITB Review Process)
   1. Invitation to Bid
      i. ITB Printed on correct form
         a. Invitation to Bid – One Time Purchase
         b. Invitation to Bid - Contract
      ii. Dates match in the header of ITB
      iii. Required lines on requisition were generated into ITB
      iv. Lines added to ITB (if required)

   2. Schedule of Events is complete
      i. Insert ITB number where outlined
      ii. Insert dates

   3. Special Conditions (if applicable)

   4. Specifications/Terms and Conditions
      i. Insert ITB number where outlined
      ii. Bid Bond (optional)
      iii. Performance Bond (optional)

5. Bid Sheet(s), includes Life Cycle Submission Final workbook
   i. EIA fuel price included
   ii. Insert ITB number where outlined
   iii. Bid Sheet locked down
      a. Bidders should only be allowed to type in specific cells
      b. Lock spreadsheet with the ITB number as the password

K. Buyer reviews ITB Announcement Letter for accuracy and signs
L. Buyer reviews Vendor Reference List and labels to mail Proposal Announcement Letters for accuracy
M. If any changes are necessary, Buyer will return to Staff Assistant for changes
N. Buyer will return to Staff Assistant for posting activities
O. Buyer prints e-mail and other correspondence, meets with Procurement Supervisor for Milestone Review, and update Timeline Form and Buyer Assignement sheets
P. Staff Assistant will print the final ITB, Bid Sheet(s) (if applicable), and any Attachments (if applicable) to PDF

Q. Staff Assistant will post final ITB, Bid Sheet(s) (if applicable), and any Attachments (if applicable) to SPB Website
   1. Life Cycle Submission Final workbook should be included within the PDF ITB and posted as an Excel Document
   2. Fuel Cost per Gallon will be added to the worksheet using the pricing for the week of ITB posting
   3. Print out copy of all items attached to SPB website
   4. File according to SOP 1, File Configuration & Maintenance
   5. Date and initial posting

R. Staff Assistant sends ITB Announcement Letter(s) by one of the methods below:
   1. By e-mail
      i. At Buyer's direction
      ii. If Agency provides e-mail address for all Vendors on Reference List

   2. By Mail
      i. Make copies and fold
         a. Number of copies to be made is the number of labels on the Vendor Reference List

      ii. Label and stuff envelopes
         a. Use envelopes with SPB code printed on them

      iii. Rubberband the envelopes and place in U.S. Mail basket by 2:45 pm

   3. File Vendor Reference List(s)

S. Staff Assistant creates Bid Log sheet for Front Desk
T. Staff Assistant adds ITB to the Bid Opening calendar for posting at the Front Desk

U. Staff Assistant creates redrope for classification Folder and for incoming bids
   1. Redrope for incoming bids will be taken to the Front Desk Staff Assistant to file once activities have been completed

V. Staff Assistant schedules appropriate conference room for bid opening and invites Buyer(s)

V. ITB Release Date Through Bid Opening (Life Cycle ITB Release Checklist – Release ITB)
   A. Buyer confirms that all items were posted to SPB website
   B. Staff Assistant enters ITB Schedule of Events activities on Outlook calendar and invites Buyer(s)
   C. Letter of Intent to Attend Pre-Bid Conference (if required)
      1. Submitted to *asmaterielpurchasing@nebraska.gov*
         i. Front Desk Staff Assistant forwards to appropriate Staff Assistant and copies Buyer(s) and Procurement Supervisor on ITB

      2. Buyer prints and files Intent to Attend Pre-Bid Conference forms
      3. Buyer will forward vendor notices to Agency

   D. Questions and Answers
      1. Submitted to *asmaterielpurchasing@nebraska.gov*
         i. Front Desk Staff Assistant forwards to appropriate Staff Assistant and copies Buyer(s) and Procurement Supervisor on ITB

      2. Staff Assistant will enter information into Questions and Answers addenum as questions are received, in the order they were received
         i. Save document within ITB folder
         ii. Questions may be copied and pasted into addendum
         iii. Questions must be entered as they are received
            a. If questions are submitted with grammatical errors, do not revise, except to redact bidder identifying information

      3. Staff Assistant prints and files submitted questions
         i. Staff Assistant will hold submitted questions, until the deadline to submit questions has been reached.

      4. When deadline has been reached, Staff Assistant formats Questions and Answers addendum and forwards to Buyer(s)
      5. Buyer(s) confirms all submitted questions are included on addendum
      6. Buyer(s) forwards questions to agency for review and provide written responses
      7. Buyer(s) reviews agency responses
         i. Buyer(s) may answer questions as to procurement process
         ii. Consults with Procurement Supervisor and Procurement Manager as necessary
         iii. May be required to meet with the Agency to clarify some answers
         iv. May be required to meet with Legal Counsel to clarify some answers

      8. Buyer(s) forwards to Staff Assistant for formatting
      9. Staff Assistant prepares Questions and Answers addendum for posting, prints and forwards to Buyer(s) for posting approval
      10. Following Buyer(s) approval, Staff Assistant posts to SPB website
      11. Staff Assistant will print and file posted document
      12. Staff Assistant documents posted addendum on Buyer's Solicitation Form (Purple Sheet)

   E. Pre-Bid Conference (if required in ITB)
      1. Buyer(s) will print copy of ITB and highlight areas of the ITB to review with bidders

2. Buyer(s) will print and review previously submitted Questions and Answers
    i. Buyer(s) may refer to them to answer bidder questions

3. Buyer(s) will print "Pre-Bid Attendance Sheet" for registration
4. Buyer(s) will print and have sufficient copies of the "Pre-Bid Conference Questions" form
    i. Form to be handed out at the beginning of the Pre-Bid Conference

Pre-Bid Conference Questions
State of Nebraska
ITB # «ITB_number» OF
«Project_Description»
«Conference_Date»

Company: ____________________

Address: ____________________

City, State, Zip: ____________________

Phone #: ____________________ Fax #: ____________________

E-Mail Address: ____________________

Oral responses given during the pre-bid conference shall not be binding on the State of Nebraska. Vendors attending the pre-bid conference may submit further questions in addition to the ones submitted by the Invitation to Bid deadline of «First_Questions_Due_Date» but only if written out and given to the State representative at the close of the pre-bid conference or provided to and received by the State Purchasing Bureau by the end of the day «Final_Question_Due_Date» by email as.materielpurchasing@nebraska.gov, fax 402-471-2089 or by delivery to State Purchasing Bureau. The State will then respond to all written questions through an addendum to be placed on the State Purchasing Bureau's website on or before the date shown in the schedule of events.

http://das.nebraska.gov/materiel/purchasing.html

QUESTIONS:

5. Agency representative(s) and Buyer must attend
    a. May be held on site or at SPB, depending on nature of commodity

6. Bidders will sign in using Pre Bid Attendance Sheet
7. Questions asked at Pre Bid conference may be answered verbally, but are not binding. Bidder must submit written questions for inclusion in Questions and Answers Addendum
8. Staff Assistant scans Pre Bid Attendance Sheet for posting, prints and forwards to Buyer(s) for review and posting approval
    i. Save spreadsheet within ITB folder

9. Following Buyer(s) review and approval, Staff Assistant posts to SPB website
10. Staff Assistant will print and file posted document
11. Staff Assistant documents posted form on Buyer's Solicitation Form (Purple Sheet)

F. Other Addenda, if necessary
1. Addendum for changes or clarification on ITB or in Specifications
    i. Buyer(s) must receive a written request for change from Agency (email acceptable)
    ii. Buyer(s) will advise Staff Assistant what changes need to be made
    iii. Staff Assistant will prepare addendum for posting, print and forward to Buyer(s) for review and posting approval
    iv. Following Buyer's review and approval, Staff Assistant posts to SPB website
    v. Staff Assistant will print and file posted document
    vi. Staff Assistant documents posted addendum on Buyer's Solicitation Form (Purple Sheet)

2. Addendum for revised Schedule of Events

i. Buyer(s) must receive a written request or approval for any changes from Agency (email acceptable)
ii. Buyer(s) will advise Staff Assistant what changes need to be made
iii. Staff Assistant will prepare addendum for posting, print and forward to Buyer for posting approval
    a. Copy Schedule of Events table from boilerplate or previous Schedule of Events
    b. Delete any events already passed
    c. Strikethrough old date and add new date below in red and bold

iv. Following Buyer's approval, Staff Assistant posts to SPB website
v. Staff Assistant will print and file posted document
vi. Staff Assistant documents posted Addendum on Buyer's Solicitation Form (Purple Sheet)

G. Procurement Supervisor
1. Works with Buyer(s) throughout addendum processes
2. Monitors and updates SPB Procurement Tracking System as needed

H. Buyer prints e-mail and other correspondence, meets with Procurement Supervisor for Milestone Review, and updates Timeline and Buyer Assignement sheets

VI. Life Cycle ITB Opening (Life Cycle ITB Opening Checklist)

A. Receiving Bids

The Front Desk receives all bids. Front Desk Staff Assistant(s) will complete the following upon receiving bids

1. Timestamp the bid immediately upon receipt
2. Mark Bid Number, Opening Date, and Buyer clearly on package
    i. If a bid arrives and is not labeled as a bid, Front Desk Staff will open the bid, indicate the bid number, opening date, and Buyer on the package, then reseal the bid and proceed with receiving.

3. Log receipt into Excel Spreadsheet for the appropriate ITB on G: Drive
    i. Do not indicate if it is a No Bid, a faxed/e-mailed bid, etc.
    ii. Mark on the bid the place in line it was received (1st bid received, write #1 circled on the bid envelope/package)

4. Bids are locked up at all times in bid room, until Bid Opening
    i. File bids in appropriate redrope in two-drawer file
    ii. In the case of a One-Time Purchase ITB:
        a. Print the bid documents and place in an envelope marked with the bid number, opening date, Vendor name and write Faxed or E-mailed on the envelope

5. Bid Envelopes must be sealed
    i. If bid was sent sealed and the seal is breaking, SPB will reseal
    ii. Vendor may purchase materials needed at the U.S. Postal Service in the NSOB

6. Late Bids
   i. If the bid or part of a bid arrived at SPB after the Opening Date/time, it is a Late Bid.
   ii. Late Bids are not given to Buyers.
   iii. File a copy of the letter and a copy of the envelope/package in front of Late Bid folder, where locked bids are held
   iv. Return to Vendor
      a. Mail the Invalid Bid letter along with bidder's response back to the return address
         1) May be sent via facsimile, if this is how the bid was received

B. Commodity Bid Opening (Life Cycle ITB Opening Checklist)
   1. Front Desk Staff verifies all bids are accounted for
      i. Approximately 1:55 pm, check the Bid Log sheet against the bids in the drawer/cabinet to verify all bids are accounted for
      ii. Make a copy of Bid Log for Buyer

   2. Buyer retrieves all bid packages from Front Desk and a copy of the Bid Log at 2:00 PM CST
   3. Buyer invites attendees into conference room or other designated area
   4. Buyer introduces self
   5. Buyer opens sealed proposal packages one at at a time, announcing bidder's submission
      i. Clarify submission if name on proposal is different from packaging

   6. Buyer removes date/time stamp from the package for each bid and affixes date/time stamp to the original submitted bid (if possible, retain Bidder's return address from package)
      ii. No one writes on original bid

G. Buyer checks for Proprietary Information, which should be packaged separately and marked by the Vendor on the outside of the package
H. Allow attendees to review bids, excluding Proprietary Information
   1. Buyers must remain vigilant to the location and condition of circulating proposals
   2. Attendees may take notes and use own technical equipment, but may not use State copiers to make copies or remove proposals from proposal opening area
   3. If attendees bring in own technical equipment to copy or take pictures/scans of proposals, attendees must complete a Copyright Infringement Acknowledgment Form located at Front Desk (form will be kept on Bid Opening surface of Classifcation Folder)


Copyright Infringement Acknowledgement Form

Name: ______________________
Company: ______________________
Date: ______________________

Information to be duplicated (Please list RFP or ITB #):

I request to make copies of the above listed information. I understand that I am prohibited from copying anything that is copyrighted, and should I choose to duplicate copyrighted information unlawfully, I hold the State harmless from and indemnify it for any resulting claims or damages of any kind whatsoever.

____
Printed Name of Requestor

____
Signature of Requestor

____
Date

I. Buyer reviews for mandatory requirements (may be completed during or post bid opening)
   1. Signature in ink on ITB
   2. Faxed or E-mailed bids of $25,000 or over are invalid
      i. Buyer identifies bid as invalid after bid opening, by attaching a piece of paper to front of bid stating why invalid

   3. Certificate of Insurance (if required)
   4. Bond (if required)
      i. If required, checks for inclusion and conformity (See SOP 9, Bonds)

   5. Confirm that samples were received (if applicable)
   6. Confirm Life Cycle Cost Analysis form is completed
      i. Net Cost
         a. Bid Price
         b. Projected Salvage Value
            a) Based on documented sale prices(s) of the same or comparable equipment within previous twelve (12) months. Vendor(s) should submit documentation from at least three (3) sales within the U.S. Midwest region

      iii. Operating Costs
         a. Fuel
         b. Estimated Fuel Use Rate (Gallons Per Hour) “Rated RPM Full Load” or Highest Consumption Rate Tested and Documented
         c. Projected Total Gallons
         d. Total Estimated Fuel Cost
         e. Total Maintanence Cost
            a) Amount from Maintenance Cost Work Sheet

      iv. Total Life Cycle Cost
      v. Life-Cycle Cost Per Hour

   7. Confirm Maintenance Cost Work Sheet is completed
      i. Total Maintenance Costs
      ii. Number of Maintenance Procedures Performed During Life Cycle of Unit
      iii. Vendor Supplied “Manufacturer’s Suggested Retail Price” for parts
      iv. Total Cost

J. After all attendees have completed viewing bids, Buyer closes bid opening
K. Proprietary Information
   1. See SOP 47 for additional information
   2. Ensure that the ITB Number is clearly marked on the proprietary information
   3. Submit to Administrative Assistant for logging information. Put in red classification folder and keep with file.

L. Buyer submits Bids to Staff Assistant, within ITB redrope, in alphabetical order
   1. No Bids and Invalid Bids are arranged alphabetically behind all valid bids
   2. Staff Assistant will prepare Bid Tab, according to SOP 18 Bid Tabulation

VII. Life Cycle Cost Bid Tabulation and Review (Life Cycle Bid Tab Checklist)
   See SOP 18, Bid Tabulation, but include the following additions:
   A. Create two (2) Bid Tabulations
      1. Standard
         i. A line indicating submission of a Life Cycle Cost Analysis is added
         ii. Named as #### OF on the SPB Website

2. Life Cycle
    i. Includes all items related to Life Cycle Cost from Life Cycle Submission Final workbook
    ii. Named as #### LC on the SPB Website

Staff Assistant should prepare the Bid Tab prior to bid opening

B. Prior to Bid Tab being checked by two staff members, Buyer must verify:
1. Lifecyle formulas within the electronic document
2. EIA is correct on Bid Tab

C. Award Recommendation includes:
1. If there is only one qualified bid for LCC, and it is the same bidder as was awarded the LAC bid, there will not be a separate award tabulation or contract award posted. The following statement will be added to the LAC Bid Tabulation:
   Life Cycle Cost Statement – A separate award will not be considered due to the one qualified bidder for life cycle cost being the same as the Low Acquisition Cost.
2. In the event there is one or more qualified bids for LCC, and the low is a different bidder than the one awarded LAC, a separate contract award will be completed for LCC
3. Any vendor not meeting specifications will be noted on both bid tabulations under "Award Explanation"

VIII. Pre Contract Award Activities (Pre Contract Award Checklist)

A. Award of Bid (Award of Bid Checklist) (if applicable)
   See SOP 14, Award of Bid Process

B. Certificate of Insurance (COI Checklist) (if applicable)
   See SOP 10, Certification of Insurance

C. Bond (Bond Checklist) (if applicable)
   See SOP 9, Bonds

D. Secretary of State (SOS) Registration
   SOS Registration is required any time bids are advertised via the SPB's website
1. Buyer(s) must obtain a copy of the Letter of Good Standing or Certificate of Good Standing from the Bidder
    i. Must be from the Nebraska SOS's Office
        a. Receipt of Letter or Certificate must be dated from the Secretary of State's office within 90 days of Agency Award Recommendation

    ii. If Bidder states that they are not required to register with the Nebraska SOS's office, the Bidder must provide in writing the reason as to why they are not required to register
        a. Work with Legal Counsel, whom will review and approve the reason for non registration (See SOP 49, Working with Legal Counsel)

2. Letter of Good Standing or Certificate of Good Standing must be filed within classification folder (See SOP 1, File Configuration & Maintenance) See Appendicies V and W
3. Buyer must obtain a United States Attestation form if Bidder is an Individual or Sole Proprietor
    a. United States Attestation form must be filed within classification folder (See SOP1, File Configuration & Maintenance) See Appendicies V and W
4. Initial Contract Award will not move forward until the Bidder has complied with Nebraska SOS Registration or has provided written documentation that explains why the Bidder is not required to register and Legal Counsel has approved non-registration

E. Nebraska Contractor Registration Act (if applicable)
   1. If Bidder is a construction contractor, Bidder must provide certificate of registration from the Department of Labor
   2. Certificate of registration is valid for a one year period, as dated on the certificate

F. Exceptions (if applicable)
   1. Buyer will review and confirm that the Agency is agreeable to any exceptions
   2. Buyer will review exceptions with Legal Counsel
   3. Buyer receives approval from Legal Counsel on exceptions
   4. Buyer contacts Bidder, when necessary, to discuss exceptions

G. Buyer Prepares Bid for Award
   1. Confirm Copyrighted & Proprietary pages are clipped
   2. Confirm Proprietary & Copyrighted Statement is included
      i. All copyrighted and proprietary information are included
      ii. If no copyrighted and proprietary information exists, mark none on the form

H. Buyer Prepares Awarded Bid Tab
   1. Buyer will use buyer copy of each Bid Tab to notate LAC award and LCC award
   2. Buyer will highlight lines to be awarded as the bid lines relate to the supplier
   3. Buyer will notate if any additional langauge is to be included on either Bid Tab
   4. If LCC is not being awarded, Buyer will notate that this Bid Tab will not be posted

IX. Initial Contract Award
  See SOP 31, Contract Award, Initial Period
  Or

X. Purchase Order
  See SOP 41, Purchase Order and Change Order

XI. Rejection of all Bids (if necessary) (ITB Rejection of all Bids Checklist)
  An Agency may determine to reject any or all proposals. The Agency must notify SPB in writing that they are requesting all proposal to be rejected, including a justification.

Reject all Bids Justification Form

Requesting Agency: ______________________________ Date: ____________

Bid Number: ____

Description of Bid: ____

____

Reason for Rejection Request: ____

____

____

Buyer's Signature: ______________________________ Date: ____________

Procurement Supervisor's Signature: ____________________ Date: ____________

Procurement Manager's Signature: ____________________ Date: ____________

Materiel Administrator's Signature: ____________________ Date: ____________

A. Agency submits request and justification to reject all bids in writing to SPB
B. Buyer(s) completes and signs Reject all Bids Justification Form
C. Buyer(s) forwards Reject all Bids Justification Form to Procurement Supervisor to begin the signature process
   1. Procurement Supervisor will forward form to Procurement Manager for signature
   2. Procurement Manager will forward form to Materiel Administrator for signature

D. Buyer(s) receives completed Reject all Bids Justification Form with all signatures
E. Buyer(s) provides file and Reject all Bids Justification Form to Staff Assistant
F. Staff Assistant generates and saves Rejection of Bids letter
G. Buyer(s) reviews, approves, and returns to Staff Assistant for posting
H. Staff Assistant will post Rejection of Bids letter
I. Staff Assistant will print and file posted document and return file to Buyer
J. Staff Assistant cancels ITB in PFC
K. Buyer will prepare file for records
   See SOP 54, Records Management
   1. Buyer(s) will ensure all documents and emails are included within the file
      i. Ensure all submitted bids are within the file

   2. If ITB will be rebid, the Buyer may hold the ITB in the library as a reference
      i. Must be prepared for Records Management when new ITB is put out for bid

L. If Agency desires rebid, the ITB process will start from beginning
M. Buyer Prints email and other correspondence and meet with Procurement Supervisor for Milestone Review and update Timeline and Buyer Assignment sheets

3. References

<u>SOPs:</u>
SOP 1, File Configuration & Maintenance
SOP 5, Buyer's Instructional Form (Purple Sheet)
SOP 9, Bonds
SOP 10, Certificate of Insurance
SOP 13, ITB Process, Formal (Commodity)
SOP 14, Award of Bid Process
SOP 15, ITB Process, Restrictive
SOP 16, ITB Process, Sole Source
SOP 18, Bid Tabulation
SOP 31, Contract Award, Initial Period
SOP 41, Purchase Order and Change Order
SOP 49, Working with General Counsel
SOP 54, Records Management

<u>Statutes:</u>
Nebraska State Statute 81-161
Nebraska State Statute 81-161.01

<u>Forms:</u>
Contract Selection form
Buyer's Solicitation Form (Purple Sheet)
Buyer's Instructional Form (Pink Sheet)
Timeline Form
Specification Comparison Tool form
Schedule of Events
Life-Cycle Cost Analysis form
Maintenance Cost Work Sheet and Instructions
Pre-Bid Attendance Sheet
Copyright Infringement Acknowldegment form
Pre-Bid Conference Questions form
Award of Bid (choose applicable)
Reject All Bids Justification (if applicable)

<u>Checklists:</u>
Commodity Identification
Life Cycle ITB Checklist (all tabs)
Contract Checklist (Pre Contract Award tab) (if applicable)
Purchase Order and Change Order (Purchase Order tab) (if applicable)

<u>Folders:</u>
Grey/green for ITB
Blue for Contract (if applicable) (See SOP 1 for file configuration)

NEBRASKA Administrative Services Materiel Division	SOP Number:	31
	SOP Name:	Contract, Initial Award
	Revision Number:	R1
	Implementation Date:	
State Purchasing Bureau (SPB)	Last Reviewed/Update Date:	07/31/2015
SOP Owner: SOP Review Team	Approval:	BP

Standard Operating Procedure, Contract, Initial and Pre-Award

1. Overview

A successful Invitation to Bid (ITB) may culminate in the award of a commodities contract (when the ITB is for a One-Time Purchase, a Purchase Order is generated). A successful Request for Proposal (RFP) culminates in a service contract.

- Commodity Contracts:
  - Are typically established for items used in volume by one (1) or more state agencies;
  - Awarded for an established period of time with a specific number and duration of renewal periods;
  - Used on an as-needed basis by agencies;
  - May require Letter/Certificate of Good Standing provided by the Nebraska Secretary of State's Office (SOS) prior to contract award
  - May require receipt of a valid Certificate of Insurance (COI) prior to contract award;
  - Impose no specific quantity usage obligation on the State; and
  - Are typically established for estimated quantities of use based on the ITB requisition and/or contract reports run from the Payroll & Financial Center (PFC) or usage history provided by previous contractor(s).

- Service Contracts:
  - Are typically established for specific agencies, but may be made available for all agencies
  - Awarded for established periods of time with a specific number and duration of renewal periods;
  - Typically adhere to an established schedule for deliverables or completion of stages comprising the total service;
  - May require Letter/Certificate of Good Standing provided by the Nebraska Secretary of State's Office (SOS) prior to contract award
  - Require receipt of a valid Certificate of Insurance (COI) prior to contract award;
  - May require, based on the terms within the RFP, receipt of a Performance Bond prior to contract award;
  - Are fixed price contracts, unless a price escalation clause has been included within the RFP terms; and
  - Are awarded based on the terms of the RFP.
  - Require Proof of Need if estimated value is in excess of $15,000,000

Agency end users generate Purchase Orders from Contracts to request specific quantities/deliveries of the item(s) to their specific locations or specific deliverables as outlined in the contract award.

A checklist is required for different areas of the contract process, and is to be attached within the classification folder, under the Timeline form. Items on the checklist will be marked off, dated, and initialed as tasks are completed. The contract checklists will also include a Milestone Review (including Proof of Need review for RFPs). The required checklist for the Initial Contract process is:

- Contract, Initial Award Checklist

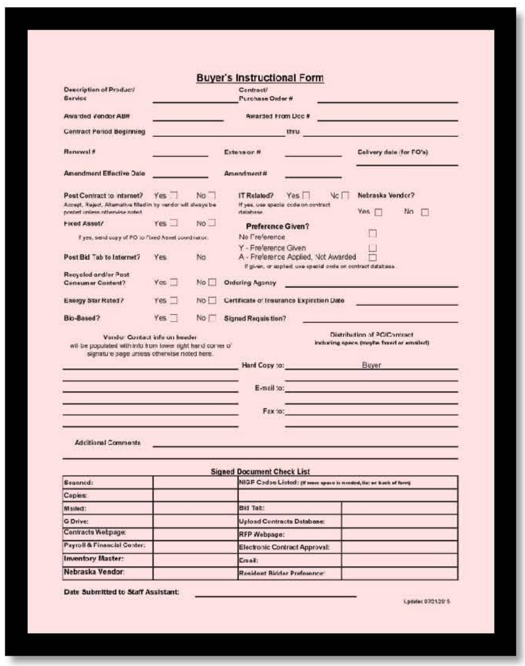
See references for further information

2. Procedure

The Staff Assistant can find more detailed instructions within the Staff Assistant Manual and PFC Training Guides.

The contract classification folder has already been established by the Buyer when gathering information and documentation during the pre-award process.

I. Buyer drafts, as needed, contract documents to provide contract generation instructions (Initial Contract Award Preparation)
II. Buyer completes Buyer's Instructional Form (Pink Sheet)



Buyer's Instructional Form

Description of Product/Service ____ Contract/Purchase Order # ____

Awarded Vendor AB# ____ Awarded From Doc # ____

Contract Period Beginning ____ thru ____

Renewal # ____ Extension # ____ Delivery date (for PO's) ____

Amendment Effective Date ____ Amendment # ____

Post Contract to Internet? Yes ☐ No ☐
Accept, Reject, Alternative filled in by vendor will always be posted unless otherwise noted.

IT Related? Yes ☐ No ☐
If yes, use special code on contract database.

Nebraska Vendor? Yes ☐ No ☐

Fixed Asset? Yes ☐ No ☐
If yes, send copy of PO to Fixed Asset coordinator.

Preference Given?
No Preference ☐
Y - Preference Given ☐
A - Preference Applied, Not Awarded ☐
If given, or applied, use special code on contract database.

Post Bid Tab to Internet? Yes No

Recycled and/or Post Consumer Content? Yes ☐ No ☐ Ordering Agency ____

Energy Star Rated? Yes ☐ No ☐ Certificate of Insurance Expiration Date ____

Bio-Based? Yes ☐ No ☐ Signed Requisition? ____

Vendor Contact info on header will be populated with info from lower right hand corner of signature page unless otherwise noted here.

Distribution of PO/Contract including specs (maybe faxed or emailed)

Hard Copy to: Buyer

E-mail to: ____

Fax to: ____

Additional Comments ____

Signed Document Check List

Scanned:		NIGP Codes Listed: (If more space is needed, list on back of form)	
Copies:			
Mailed:		Bid Tab:	
G Drive:		Upload Contracts Database:	
Contracts Webpage:		RFP Webpage:	
Payroll & Financial Center:		Electronic Contract Approval:	
Inventory Master:		Email:	
Nebraska Vendor:		Resident Bidder Preference:	

Date Submitted to Staff Assistant: ____

Updated 07/21/2015

A. Description of Product/Service
   1. Enter brief description of the item(s) or service

B. Contract/Purchase Order #
   1. Enter the contract or purchase order number
      i. Number assigned when contract is generated in PFC
      ii. If an Initial contract or purchase order, this section will be completed by a Staff Assistant

C. Awarded from Doc #
   1. Enter previous requisition, quote, contract or purchase order #

D. Awarded Vendor AB #
   1. Enter Address Book (AB) number
      i. AB number assigned to vendor by PFC
      ii. If vendor does not have an assigned AB #, the Staff Assistant will make the request to accounting for their addition

E. Contract Period Beginning
   1. Enter dates for the contract period

F. Renewal, Extension, Effective Date, Amendment and Amendment Number are not applicable on initial award

G. Post Contract to the Internet?
   1. Select "Yes" or "No"
      i. All contracts and one-time purchase order need to be posted to the SPB website, unless deemed otherwise

H. IT Related?
   1. Select "Yes" or "No"
      i. Does the contract have Information Technology components?
      ii. Not Applicable to purchase orders and change orders

I. Was Preference Given?
   1. Select "No Preference", "Y-Preference Given", or A-Preference Applied, Not Awarded"
      i. Was Nebraska Vendor Preference given at any time during the contract award process?

J. Fixed Asset?
   1. Select "Yes" or "No"
      i. Is the purchase order for a standalone, moveable piece of equipment (that is, not affixed to a building) with a value of $1500 or more?
      ii. If "Yes" is checked, a copy of the Purchase Order will be sent to the Fixed Asset Coordinator to be logged into the inventory database and tracked by location

K. Post Bid Tab to internet?
   1. Select "Yes" or "No"
      i. All bid tabs need to be posted to the SPB website, unless deemed otherwise
      ii. If the procurement process does not require a bid tab, check "No"

L. Fixed Asset?
   1. Select "Yes" or "No"
      i. Is the purchase order for a standalone, moveable piece of equipment (that is, not affixed to a building) with a value of $1500 or more?
      ii. If "Yes" is checked, a copy of the Purchase Order will be sent to the Fixed Asset Coordinator to be logged into the inventory database and tracked by location

M. Recycled and/or Post Consumer Content?
   1. Select "Yes" or "No"
      i. Does the contract or purchase order specifications identify there is recycled or post-consumer content?

N. Energy Star Rated?
   1. Select “Yes” or “No”
      i. Does the contract or purchase order specifications identify an Energy Star rating?

O. Bio-based?
   1. Select “Yes” or “No”
      i. Does the contract or purchase order specifications identify there is bio-based content?

P. Vendor Contact Info on header
   1. If ITB, information will be populated from the lower right hand corner of the ITB. If RFP, information will be populated from Form A.

Q. Ordering Agency
   1. Enter the agency requesting the procurement action

R. Certificate of Insurance Expiration Date
   1. Enter COI Expiration Date

S. Signed Requisition
   1. Enter date requisition was signed

T. Distribution of PO/Contract
   1. Enter agency contact person(s) the contract or PO should be distributed to
   2. Include additional contacts that may apply
   3. Distribution can be via hard copy, email or fax

U. Additional Comments
   1. Enter any additional instructions for the staff assistant

V. Date Submitted to Staff Assistant
   1. Enter date file was routed to Staff Assistant for processing

W. Absolutely no writing on original documents, buyer may make a copy of desired documents and mark as needed

X. RFP deliverables attached (SOP 7), Form A attached

Y. ITB deliverables attached (SOP 13)

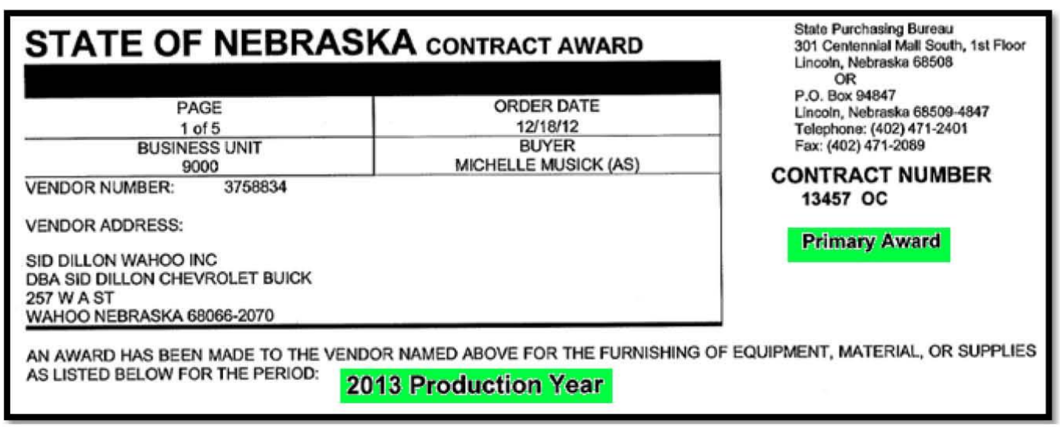
Z. If drafts are used to provide instructions, the drafts must be notated in the “Additional Comments” section

III. Buyer prints and files all correspondence according to SOP 1, File Configuration & Maintenance

IV. Buyer will provide redrope file to the Staff Assistant, with the classification folder placed on top of the redrope
   A. All documents are to be secured within the classification folder, NO LOOSE DOCUMENTS
   B. All documents for posting are to be located on the G: drive in the RFP/ITB folder
      1. Contracts with a Low Acquisition Award and Life-Cycle Cost Award will need the "Contract Selection Form" on the G: drive for posting

V. Staff Assistant will Finalize Bid Tabulation for all ITB's except Sole Source
   A. Highlight correct Contractor for Award
   B. Highlight all applicable lines
   C. List explanations, as applicable
   D. Awarded Bid Tab is to be filed within the Contract classification folder (Surface 6)

VI. Staff Assistant generates and revises contract within PFC as instructed by the Buyer
   A. Vehicle Contract – in addition to standard contracts
      1. Within the PFC in the "Reference 2" field, indicate the "Primary", "Secondary" and "E85 Award"
      2. Preference Applied must be added in PFC. Under the Category Codes tab, next to Category 9. Either "N" No Preference, "Y" Preference Given, "A" Preference Applied, Not Awarded
      3. Contract End date within the PFC is initially created for the end of the calendar year of the vehicle production year until Build Out Dates have been provided by the manufacturer/dealer – at that point the Contract End Date is updated with the Build Out date provided by the manufacturer/dealer.
      4. The printed contract is stamped in Adobe to label the "Primary", "Secondary" and "E85 Award" (See Figure 1)
      5. The printed contract is stamped in Adobe to label the production year the contract was bid out for (See Figure 1)



STATE OF NEBRASKA CONTRACT AWARD

PAGE	ORDER DATE
1 of 5	12/18/12
BUSINESS UNIT 9000	BUYER MICHELLE MUSICK (AS)

VENDOR NUMBER: 3758834

VENDOR ADDRESS:

SID DILLON WAHOO INC
DBA SID DILLON CHEVROLET BUICK
257 W A ST
WAHOO NEBRASKA 68066-2070

State Purchasing Bureau
301 Centennial Mall South, 1st Floor
Lincoln, Nebraska 68508
OR
P.O. Box 94847
Lincoln, Nebraska 68509-4847
Telephone: (402) 471-2401
Fax: (402) 471-2089

CONTRACT NUMBER
13457 OC

Primary Award

AN AWARD HAS BEEN MADE TO THE VENDOR NAMED ABOVE FOR THE FURNISHING OF EQUIPMENT, MATERIAL, OR SUPPLIES AS LISTED BELOW FOR THE PERIOD: 2013 Production Year

Figure 1

VII. Staff Assistant Prints Contract single sided and Proofs for accuracy, typographical error and completeness

A. Contract Header states "Contract Award"
B. Supplier Address Book Number
C. Contract Dates including Term
D. Contract Description
E. Renewal Options
F. Supplier Contract Information
G. Contract Detail Lines
    1. All Awarded contract lines appear on contract
    2. Contract line descriptions
    3. Quantity and Unit of Measure
    4. Unit Price

H. Bid Tab, if applicable
    1. Ensure correct highlights
    2. Ensure correct formulas used

VIII. Staff Assistant makes contract label for classification folder, redrope, and any RFP proposals, as applicable

A. For service contracts, Staff Assistant will need to label any proposals in the Library

IX. Staff Assistant paperclips contract to the top of the classification folder

X. Staff Assistant will make necessary corrections and submit redrope to Buyer

XI. Buyer reviews and proofs Contract Award documents for accuracy, typographical error and completeness

A. Contract Header states "Contract Award"
B. Supplier Address Book Number
C. Contract Dates including Term
D. Contract Description
E. Renewal Options
F. Supplier Contract Information
G. Contract Detail Lines
    1. All Awarded contract lines appear on contract
    2. Contract line descriptions
    3. Quantity and Unit of Measure
    4. Unit Price

H. Bid Tab, if applicable
    1. Ensure correct highlights
    2. Ensure correct formulas used

I. If any corrections are needed, Buyer will return contract documents to the Staff Assistant for correction.

XII. Buyer completes the Contract Summary form
See SOP 3, Contract Summary

XIII. Buyer renames folder in E-Mail to include contract number. All correspondence must be printed and filed, as well as saved in the email folder

XIV. Buyer signs and dates the first page of the contract and initials any contract pages following the first page

XV. Buyer submits the redrope to the Procurement Supervisor for review

XVI. Procurement Supervisor reviews the file(s) and contract documents for accuracy, typographical errors and completeness of all necessary documentation, including Proof of Need
A. If the Procurement Supervisor finds errors or has questions, the Procurement Supervisor returns the redrope to the Buyer
B. Procurement Supervisor initials and dates the first page of the contract and submits the redrope to the Procurement Manager

XVII. Procurement Manager reviews file(s) and contract documents for accuracy, typographical errors and completeness of all necessary documentation, including Proof of Need
A. If the Procurement Manager finds errors or has questions, the Procurement Manager returns the redrope to the Procurement Supervisor
B. Procurement Manager initials and dates the first page of the contract and places the redrope on the signing table for the Materiel Administrator to review and sign.

XVIII. Materiel Administrator reviews file(s) and contract documents for accuracy, typographical errors and completeness of all necessary documentation
A. If the Material Administrator finds errors or has questions, the Materiel Administrator returns the redrope to the Procurement Manager
B. Materiel Administrator signs and dates the first page of the contract and places the completed redrope on the completed area of the signing table.

XIX. Staff Assistants gather signed contract(s) throughout the day and dispurses to the appropriate Staff Assistant

XX. Staff Assistant completes signed Document process
Signed documents must be mailed and posted within 24 hours of the Materiel Administrator signing the contract award

Note: Staff Assistant will need to refer to the Buyer's Instructional Form (Pink Sheet) for posting instructions of the contract and if a bid tabulation is to be posted. In addition, the Buyer's Instructional Form (Pink Sheet) must be initialed and dated by the Staff Assistant as tasks in this section are completed.

A. Scan signed contract and any other pages rubberbanded to the front of the classification folder
   1. Note, RFP and associated documents were scanned and saved previously (SOP 8, Bid Opening)

B. Make one (1) copy of the signed contract and any other pages rubberbanded to the front of the classification folder
   1. Copy is printed double sided
   2. Contracts are to be inclusive of the RFP response.

C. Copy of the contract is mailed to the supplier
   1. Initial and Date contract summary form
   2. The original contract is filed within the classification folder

D. Scanned contract is saved on the G: drive
   1. If it is a service contract, insert RFP proposal behind scanned contract in PDF document

E. Scanned contract is saved to the contract webpage
   1. If "Post Contract to the Internet"(Buyer's Instructional Sheet (Pink Sheet)) is checked "No" by the buyer, the Materiel Administrator/Legal Counsel must review and approve such a recommendation.
      i. If recommendation not to post is approved, save a copy of the "Contract Not Posted Memo" to the contract webpage
   2. If contract is not posted to State Contract Database (Statute 84-602 and 84-602.2) Staff Assistant should ensure the category code for the contract in PFC labeled 84-602.02 EXEMPT is marked with a capital "E"
   3. If it is a service contract, use complete PDF document including scanned contract and RFP proposal

F. Scanned contract is saved within the PFC
   1. If it is a service contract, use complete PDF document including scanned contract and RFP proposal

G. List the NIGP codes used within the contract on the Buyer's Instructional Form (Pink Sheet)

H. Staff Assistant adds contract to Inventory Master within PFC

I. Post Awarded Bid Tabulation on the SPB website.

J. Enter contract into Access database and upload contract database to website
    1. Add Certificate of Insurance expiration date to contract Access database and PFC.
    2. Vehicle contracts will remain posted to the SPB webiste until the next vehicle production year bids are released, even though the Build Out Dates indicate an expiration
    3. Ensure that the contract is posted to the SPB website

K. RFP webpage on the SPB website is updated with contract information, if this is a service contract

L. Staff Assistant completes the contract approval log

M. Verify the contract has been approved within PFC
    1. SPB Supervisors will approve the contracts on this list at least once a day
    2. Staff Assistant may not continue to the next step until the contract is approved

XXI. Staff Assistant will e-mail a link of the contract on the internet to agency individuals listed on the Buyer's Instructional Form (Pink Sheet) notifying the individuals that the contract posted to the SPB website is available for viewing/use, copying the buyer on the email

XXII. Staff Assistant will email a scanned copy of the contract to the vendor representative listed within the contract, requesting an email back from the vendor representative acknowledging receipt of the contract. This email is retained in the file.

XXIII. Staff Assistant mails hard copy of contract via USPS to the contractor.

XXIV. Buyer will ensure that the contract is posted to the SPB website

XXV. Buyer may recycle his/her Working Documents folder at this time

XXVI. Buyer begins Contract Management (including adding contract to Reports and Rebates spreadsheet) activities as necessary
See SOP 53, Contract Management

3. References

SOPs:
SOP 1, File Configuration and Maintenance
SOP 3, Contract Summary Form
SOP 7, RFP Process
SOP 13, ITB Process
SOP 53, Contract Management

Forms:
Pink Sheet
Contract Summary

Checklist:
Contract, Initial Award

Folder:
Red for RFP
Blue for ITB

NEBRASKA Administrative Services Materiel Division	SOP Number & Name:	SOP 32, Contract Period, Renewal OR Extension
	Revision Number:	Original
	Implementation Date:	
SPB Purchasing Bureau	Last Reviewed/Update Date:	August 21, 2013
SOP Owner: Administrative Assistant to SPB Procurement Manager	Approval:	

Standard Operating Procedure, Contract Period, Renewal OR Extension

1. Overview

Most contracts incorporate a set number and duration of renewal periods into the original contract terms. Renewal periods allow the SPB Purchasing Bureau (SPB) – with input from agency stakeholders - and the contractor, by mutual agreement, to continue the contract.

Take care not to use the terms "renewal" and "extension" interchangeably. A renewal period must be **stated** within the contract documents. An extension is used to literally extend the contract past the previously stated end date. This (an extension) is typically for a short term period of one to three months and always less than a full year in duration. Although a "renewal" and an "extension" are two distinct and separate events in the contract cycle, the processes to accomplish each are similar.

Example:
Contract 1234 OC is established to begin January 1, 2013 with an initial two-year period. The contract documents allow for three, one-year optional renewal periods upon the mutual agreement of SPB and the Contractor. Therefore, contract 1234 OC may consist of:

- Initial Period: January 1, 2013 to December 31, 2014
- First Renewal Period: January 1, 2015 to December 31, 2015
- Second Renewal Period: January 1, 2016 to December 31, 2016
- Third Renewal Period: January 1, 2017 to December 31, 2017

Renewal:
Approximately 180 days prior to the current contract end date, SPB should advise the agency that the current contract term is nearing its end date and should inquire if they wish to renew the contract. (Note: At times, an agency may contact SPB prior to SPB making initial contact regarding renewal.) If the agency wishes to pursue a contract renewal, SPB will contact the contractor. If the contractor is agreeable, this additional period of time is described in the renewal of the contract.

Extension:
A minimum of 180 days prior to contract expiration, SPB should inquire with the using agency or agencies and advise them that all renewal options have been depleted and a new bid is necessary. If the agency and/or SPB cannot complete the bidding process and contract generation prior to the final expiration of December 31, 2017 and if the contract is for items or services that it is prudent to have on contract, the agency may request for SPB to extend the current contract beyond the end date of December 31, 2017. If the contractor is agreeable, this additional period of time is described in the extension of the contract. Extensions are typically a short-term period to allow for completion of the bid process.

Ideally, extensions should be used as sparingly as possible; contracts should be managed by the agency and SPB to allow the necessary time for new bidding and awarding of contracts.

Checklists are required for different steps of the contract process, and are to be attached within the classification folder, under the Timeline form. Items on the checklist will be marked off, dated, and initialed as tasks are completed. Contract checklists will also include Milestone Reviews. The required checklists for a Contract Renewal or Extension process include:

- Contract Renewal
- Contract Extension

Refer to SOP 1, File Configuration & Maintenance for configuration of the pressboard classification folder for a Contract Renewal or Contract Extension.

2. Procedure

I. Contract Renewal (Contract Renewal Checklist)
All correspondence is to be printed and filed, as well as saved in the appropriate email folder

The Staff Assistant can find more detailed instructions within the Staff Assistant Manual and Payroll and Financial Center (PFC) Training Guides.

A. Buyer will review the contract buyer report to see which contract(s) will end within a minimum of 180 days and determine if a renewal term is available

B. Buyer begins contract renewal file and labels appropriately

C. Buyer should run contract usage reports within the PFC to review the estimated usage figures to determine if estimates are reasonably accurate as related to the actual usage figures.
   1. This step is typically unnecessary with the renewal of a contract with a fixed rate(s).

D. Buyer completes, signs, and dates Contract Summary form for renewal (this step is an event recorded on the Timeline)
   See SOP 3, Contract Summary form
   1. Contract Usage reports and Buyer recommendation for estimated contract usage should be included with the Contract Summary form
   2. It is a best practice for the Buyer to research the original RFP or original ITB to ensure that the number of renewal options is correctly reflected in the contract award and subsequent renewals.

E. Buyer forwards the contract redrope to SPB Supervisor for review and renewal approval

F. SPB Supervisor reviews the contract file, including the Contract Summary form
   1. If approved, SPB Supervisor signs and dates Contract Summary form and returns the red rope to the Buyer (this step is an event recorded on the Timeline)
   2. If the SPB Supervisor does not approve the request to renew, the decision is discussed with the Buyer. The Buyer may either gather more information (as necessary) or will inform the agency that a new bid is in the best interest of the SPB.

G. Buyer, upon SPB Supervisor approval, contacts the Agency via email and requests Agency approval to renew the contract (this step is an event recorded on the Timeline)

H. Buyer (or designee), upon receipt of Agency approval to renew, prepares a “Renewal Letter” to be sent to the contractor (this step is an event recorded on the Timeline)

I. Buyer may fax, email or mail (USPS) renewal letter to the supplier contact

J. Contractor/supplier agrees to renewal, signs renewal letter, and submits to Buyer
   1. Fax or email copies of renewal letter from Contractor are acceptable
   2. *For purposes of this SOP, it is assumed that the Contractor has not requested a price increase. If Contractor has requested a price increase, please see SOP 34, Price Increases.

K. Buyer drafts, as needed, contract renewal documents to provide contract generation instructions
   1. Absolutely no writing on original documents
   2. Buyer may make a copy of desired documents and mark as needed
   3. Renewal language is to read:
      i. "THIS IS THE FIRST RENEWAL OF THE CONTRACT AS AMENDED."
      ii. "THIS IS THE SECOND RENEWAL OF THE CONTRACT AS AMENDED."
      iii. "THIS IS THE THIRD RENEWAL OF THE CONTRACT AS AMENDED."
      (Additional renewals may be available based on specific terms within RFP or ITB)

L. Buyer completes Buyer's Instructional Form (Pink Sheet)
   See SOP 6, Buyers Instructions Form (Pink Sheet)
   1. If drafts are used to provide instructions, the drafts must be notated in the "Additional Comments" section
   2. Buyer reviews contract deliverables to ensure that deliverables/payments identified in the RFP Cost Sheet, are still appropriate/applicable

M. Buyer prints and files all correspondence according to SOP 1, File Configuration & Maintenance

N. Buyer will provide redrope file to the Staff Assistant, with the classification folder placed on top of the redrope (this step is an event recorded on the Timeline)
   1. All documents are to be secured within the classification folder, unless the document is to be posted; NO LOOSE DOCUMENTS

O. Staff Assistant generates and revises contract renewal within PFC as instructed by the Buyer
   1. Renewal language within the PFC header is to read:
      i. "THIS IS THE FIRST RENEWAL OF THE CONTRACT AS AMENDED."
      ii. "THIS IS THE SECOND RENEWAL OF THE CONTRACT AS AMENDED."
      iii. "THIS IS THE THIRD RENEWAL OF THE CONTRACT AS AMENDED."
      (Additional renewals may be available based on specific terms within RFP or ITB)
   2. The "printed" contract renewal is revised by the Staff Assistant (using Adobe) to reflect the current date as the "Order Date", if applicable

P. Staff Assistant prints contract renewal single sided and Proofs for accuracy, typographical errors and completeness (this step is an event recorded on the Timeline)
   1. Contract Header SPBs "Contract Award"
   2. Supplier Address Book Number
   3. Header Dates
   4. Contract Description
   5. Contract Term
   6. Renewal Options
   7. Supplier Contract Information
   8. Contract Detail Lines
      i. All applicable contract lines appear on contract

    ii. Contract line descriptions
    iii. Quantity on each line
    iv. Unit of Measure on each line
    v. Unit Price on each line

Q. Staff Assistant rubberbands contract renewal to the top of the classification folder

R. Staff Assistant will give redrope to another Staff Assistant to Proof for accuracy, typographical errors and completeness
   1. Contract Header SPBs “Contract Award”
   2. Supplier Address Book Number
   3. Header Dates
   4. Contract Description
   5. Contract Term
   6. Renewal Options
   7. Supplier Contract Information
   8. Contract Detail Lines
      i. All applicable contract lines appear on contract
      ii. Contract line descriptions
      iii. Quantity on each line
      iv. Unit of Measure on each line
      v. Unit Price on each line

S. Staff Assistant who generated contract renewal will submit red rope to Buyer (this step is an event recorded on the Timeline)

T. Buyer reviews and proofs contract renewal documents for accuracy, typographical errors and completeness (this step is an event recorded on the Timeline)
   1. Contract Header SPBs “Contract Award”
   2. Supplier Address Book Number
   3. Header Dates
   4. Contract Description
   5. Contract Term
   6. Renewal Options
   7. Supplier Contract Information
   8. Contract Detail Lines
      i. All applicable contract lines appear on contract
      ii. Contract line descriptions
      iii. Quantity on each line
      iv. Unit of Measure on each line
      v. Unit Price on each line

   If any corrections are needed, Buyer will return the contract documents to the Staff Assistant for correction.

U. Buyer signs and dates the first page of the contract and initials any contract pages following the first page (this step is an event recorded on the Timeline)

V. Buyer submits the redrope to the SPB Supervisor for review

W. SPB Supervisor reviews the file(s) and contract documents for accuracy, typographical errors and completeness of all necessary documentation (this step is an event recorded on the Timeline)
   1. If SPB Supervisor finds errors or has questions, SPB Supervisor returns the redrope to the Buyer
   2. SPB Supervisor initials and dates the first page of the contract and submits the redrope to the SPB SPB Procurement Manager

X. SPB Procurement Manager reviews file(s) and contract documents for accuracy, typographical errors and completeness of all necessary documentation (this step is an event recorded on the Timeline)
   1. If the SPB SPB Procurement Manager finds errors or has questions, SPB Procurement Manager returns the redrope to the SPB Supervisor
   2. SPB SPB Procurement Manager initials and dates the first page of the contract and submits the redrope to the Materiel Administrator

Y. Materiel Administrator reviews file(s) and contract documents for accuracy, typographical errors and completeness of all necessary documentation
   1. If the Materiel Administrator finds errors or has questions, Materiel Administrator returns the redrope to the SPB SPB Procurement Manager
   2. Materiel Administrator signs and dates the first page of the contract and places the completed redrope on the completed area of the signing table

Z. Staff Assistants gather signed contracts throughout the day and dispurse to the appropriate Staff Assistant

AA. Staff Assistant completes signed Document process

Signed documents must be e-mailed to Contractor and posted to SPB website within 24 hours of the Materiel Administrator signing the contract award
   1. Staff Assistant will e-mail a link of the contract on the internet to agency individuals listed on the Buyer's Instructional Form (Pink Sheet) notifying the individuals that the contract posted to the SPB website is available for viewing/use, copying the buyer on the email (this is an event recorded on the Timeline form).
   2. Staff Assistant will email a scanned copy of the contract to the vendor representative listed within the contract, requesting an email back from the vendor representative acknowledging receipt of the contract. This email is retained in the file.
   3. Staff Assistant mails hard copy of contract via USPS to the contractor.

Note: Staff Assistant will need to refer to the Buyer's Instructional Form (Pink Sheet) for posting instructions of the contract and if a bid tabulation is to be posted. In addition, the Buyer's Instructional Form (Pink Sheet) must be initialed and dated by the Staff Assistant as tasks in this section are completed.

1. Scan signed contract renewal

2. Make two Copies of the signed contract renewal
   i. Copies are printed double sided

3. One copy of the contract renewal is mailed to the supplier
   i. Initial and Date contract summary form
   ii. One copy of the contract renewal is provided to the buyer
   iii. The original contract renewal is filed within the classification folder

4. Scanned contract renewal is saved on the G: drive
   i. Contract renewal is inserted into the existing saved contract and renamed

5. Scanned contract renewal is saved to the contract webpage
   i. If "Post Contract to the Internet" is checked "No" by the buyer, the AS Materiel Administrator/General Counsel must review and approve such a recommendation.
   ii. i. If recommendation not to post is approved, save a copy of the "Contract Not Posted Memo" to the contract webpage
   iii. If it is a service contract, insert RFP proposal behind scanned contractsave a copy of the "Contract Not Posted Memo" to the contract webpage
   iv. Contract renewal is inserted into the existing saved contract and renamed (give example of naming convention)

6. Scanned contract renewal is saved within the PFC

7. List the NIGP codes used within the contract renewal of the Buyer's Instructional Form (Pink Sheet)

8. Add contract renewal to Inventory Master within PFC (instructions within Staff Assistant Manual)

9. Enter contract renewal into Access database and upload contract database to website (instructions may be found within Staff Assistant Manual)
   i. Staff Assistant adds Certificate of Insurance expiration date to contract Access database
   ii. Ensure that the contract is posted to the SPB website

10. Verify the contract renewal has been approved with the PFC
    i. If the contract renewal requires electronic approval, complete the contract approval log
       a. SPB Supervisors will approve the contracts on this list at least once a day; Staff Assistant may request SPB Supervisor(s) to approve more often if necessary

    ii. Staff Assistant may not continue to the next step until the contract renewal is approved

11. E-mail a link of the contract renewal on the internet to individuals listed on the Buyer's Instructional Form (Pink Sheet) notifying the individuals that the contract renewal posted to the SPB website is available for viewing/use, copying the buyer on the email

BB. Buyer will ensure that the contract is posted to the SPB webiste

CC. Buyer may recycle Working Documents folder at this time

DD. Buyer begins Contract Management activities as necessary
See SOP 53, Contract Management

II. Contract Extension (Contract Extension Checklist)
All correspondence is to be printed and filed, as well as saved in the appropriate email folder

The Staff Assistant can find more detailed instructions within the Staff Assistant Manual and PFC Training Guides.

A. Buyer will review contract buyer report to see which contract(s) will end within a minimum of 180 days and notify the Agency so they may begin the bidding process
    1. If the bidding process takes longer than expected, the Agency will need to send an email to the Buyer to request a contract extension to allow time for the bid process to be completed
        i. The Buyer may need to communicate with the Agency about the need for a contract extension

B. Buyer begins contract extension file and labels appropriately

C. Buyer should run contract usage reports within the Payroll & Financial Center (PFC) to determine the estimated usage needed for the contract extension, since the extension is for a shorter length of time
    1. This step is not typically necessary with the extension of a contract with a fixed rate(s).

D. Buyer completes, signs, and dates Contract Summary form for extension (this step is an event recorded on the Timeline)
   See SOP 3, Contract Summary form
    1. Contract Usage reports and Buyer recommendation for estimated contract usage should be included with the Contract Summary form

E. Buyer forwards contract redrope to SPB Supervisor for review and extension approval

F. SPB Supervisor reviews the contract file, including the Contract Summary form (this step is an event recorded on the Timeline)
    1. If approved, SPB Supervisor signs and dates the Contract Summary form and returns the redrope to the Buyer
    2. If the SPB Supervisor does not approve the request to extend, the decision is discussed with the Buyer. The Buyer may either gather more information (as necessary) or will inform the Agency that a contract extension is not acceptable.

G. Buyer, upon SPB Supervisor approval, contacts the Agency via email and requests Agency approval to renew the contract

H. Buyer (or designee), upon SPB Supervisor approval for contract extension, prepares an “Extension Letter” to be sent to the contractor

I. Buyer may fax, email or mail (USPS) extension letter to the supplier contact

J. Contractor/supplier agrees to extension, signs extension letter, and submits to Buyer
   1. Fax or email copies of extension letter from Contractor are acceptable
   2. *For purposes of this SOP, it is assumed that the Contractor has not requested a price increase. If Contractor has requested a price increase, please see SOP 34, Price Increases.

K. Buyer drafts, as needed, contract extension documents to provide contract generation instructions
   1. Absolutely no writing on original documents
   2. Buyer may make a copy of desired documents and mark as needed
   3. Extension language is to read:
      i. "THIS IS THE FIRST EXTENSION OF THE CONTRACT AS AMENDED."
      ii. "THIS IS THE SECOND EXTENSION OF THE CONTRACT AS AMENDED."
      iii. "THIS IS THE THIRD EXTENSION OF THE CONTRACT AS AMENDED." Etc.

      (Additional renewals may be available based on specific terms within RFP or ITB)

L. Buyer completes Buyer's Instructional Form (Pink Sheet)
   See SOP 6, Buyers Instructions Form (Pink Sheet)
   1. If drafts are used to provide instructions, the drafts must be notated in the "Additional Comments" section
   2. Buyer reviews contract deliverables to ensure that deliverables/payments identified in the RFP Cost Sheet, are still appropriate/applicable

M. Buyer prints and files all correspondence according to SOP 1, File Configuration & Maintenance

N. Buyer will provide redrope file to the Staff Assistant, with the classification folder placed on top of the redrope (this step is an event recorded on the Timeline)
   1. All documents are to be secured within the classification folder, unless the document is to be posted; NO LOOSE DOCUMENTS

O. Staff Assistant generates and revises contract extension within PFC as instructed by the Buyer
   1. Extension language within the PFC header is to read:
      i. "THIS IS THE FIRST EXTENSION OF THE CONTRACT AS AMENDED."
      ii. "THIS IS THE SECOND EXTENSION OF THE CONTRACT AS AMENDED."
      iii. "THIS IS THE THIRD EXTENSION OF THE CONTRACT AS AMENDED." Etc.

      (Additional renewals may be available based on specific terms within RFP or ITB)
   2. The "printed" contract extension is revised by the Staff Assistant using Adobe to reflect the current date as the "Order Date", if applicable

P. Staff Assistant prints contract extension single sided and Proofs for accuracy, typographical errors and completeness
   1. Contract Header SPBs "Contract Award"
   2. Supplier Address Book Number
   3. Header Dates
   4. Contract Description
   5. Contract Term
   6. Renewal Options
   7. Supplier Contract Information
   8. Contract Detail Lines
      i. All applicable contract lines appear on contract
      ii. Contract line descriptions

   iii. Quantity on each line
   iv. Unit of Measure on each line
   v. Unit Price on each line

Q. Staff Assistant rubberbands contract extension to the top of the classification folder

R. Staff Assistant will give redrope to another Staff Assistant to Proof for accuracy, typographical errors and completeness
   1. Contract Header SPBs "Contract Award"
   2. Supplier Address Book Number
   3. Header Dates
   4. Contract Description
   5. Contract Term
   6. Renewal Options
   7. Supplier Contract Information
   8. Contract Detail Lines
      i. All applicable contract lines appear on contract
      ii. Contract line descriptions
      iii. Quantity on each line
      iv. Unit of Measure on each line
      v. Unit Price on each line

S. Staff Assistant who generated contract extension will submit redrope to Buyer (this step is an event recorded on the Timeline)

T. Buyer reviews and proofs contract extension documents for accuracy, typographical errors and completeness
   1. Contract Header SPBs "Contract Award"
   2. Supplier Address Book Number
   3. Header Dates
   4. Contract Description
   5. Contract Term
   6. Renewal Options
   7. Supplier Contract Information
   8. Contract Detail Lines
      i. All applicable contract lines appear on contract
      ii. Contract line descriptions
      iii. Quantity on each line
      iv. Unit of Measure on each line
      v. Unit Price on each line

   If any corrections are needed, Buyer will return the contract documents to the Staff Assistant for correction.

U. Buyer signs and dates the first page of the contract and initials any contract pages following the first page (this step is an event recorded on the Timeline)

V. Buyer submits the redrope to the SPB Supervisor for review

W. SPB Supervisor reviews the file(s) and contract documents for accuracy, typographical errors and completeness of all necessary documentation (this step is an event recorded on the Timeline)
   1. If SPB Supervisor finds errors or has questions, SPB Supervisor returns the redrope to the Buyer
   2. SPB Supervisor initials and dates the first page of the contract and submits the redrope to the SPB SPB Procurement Manager

X. SPB Procurement Manager reviews file(s) and contract documents for accuracy, typographical errors and completeness of all necessary documentation
   1. If the SPB Procurement Manager finds errors or has questions, SPB Procurement Manager returns the redrope to the SPB Supervisor
   2. SPB SPB Procurement Manager initials and dates the first page of the contract and submits the redrope to the Materiel Administrator (this step is an event recorded on the Timeline)

Y. Materiel Administrator reviews file(s) and contract documents for accuracy, typographical errors and completeness of all necessary documentation
   1. If the Materiel Administrator finds errors or has questions, Materiel Administrator returns the redrope to the SPB Procurement Manager
   2. Materiel Administrator signs and dates the first page of the contract and places the completed redrope on the completed area of the signing table

Z. Staff Assistants gather signed contracts throughout the day and dispurse to the appropriate Staff Assistant

AA. Staff Assistant completes signed document process
   Signed documents must be mailed and posted within 24 hours of the Materiel Administrator signing the contract award
   1. Staff Assistant will e-mail a link of the contract on the internet to agency individuals listed on the Buyer's Instructional Form (Pink Sheet) notifying the individuals that the contract posted to the SPB website is available for viewing/use, copying the buyer on the email (this is an event recorded on the Timeline form).
   2. Staff Assistant will email a scanned copy of the contract to the vendor representative listed within the contract, requesting an email back from the vendor representative acknowledging receipt of the contract. This email is retained in the file.
   3. Staff Assistant mails hard copy of contract via USPS to the contractor.

   Note: Staff Assistant will need to refer to the Buyer's Instructional Form (Pink Sheet) for posting instructions of the contract and if a bid tabulation is to be posted. In addition, the Buyer's Instructional Form (Pink Sheet) must be initialed and dated by the Staff Assistant as tasks in this section are completed.

   4. Scan signed contract extension

   5. Make two Copies of the signed contract extension
      i. Copies are printed double sided

   6. One copy of the contract extension is mailed to the supplier
      i. Initial and Date contract summary form

   ii. One copy of the contract extension is provided to the buyer
   iii. The original contract extension is filed within the classification folder

7. Scanned contract extension is saved on the G: drive
   i. Contract extension is inserted into the existing saved contract and renamed

8. Scanned contract extension is saved to the contract webpage
   i. If “Post Contract to the Internet” is checked “No” by the buyer, the AS Materiel Administrator/General Counsel must review and approve such a recommendation.
   ii. If recommendation not to post is approved, save a copy of the “Contract Not Posted Memo” to the contract webpage
   iii. If it is a service contract, insert RFP proposal behind scanned contract save a copy of the “Contract Not Posted Memo” to the contract webpage
   iv. Contract extension is inserted into the existing saved contract and renamed

9. Scanned contract extension is saved within the PFC

10. List the NIGP codes used within the contract extension of the Buyer’s Instructional Form (Pink Sheet)

11. Add contract extension to Inventory Master within PFC (instructions within Staff Assistant Manual)

12. Enter contract extension into Access database and upload contract database to website (instructions may be found within Staff Assistant Manual)
   i. Staff Assistant adds Certificate of Insurance expiration date to contract Access database
   ii. Ensure that contract posted to the SPB website

13. Verify the contract extension has been approved with the PFC
   i. If the contract extension requires electronic approval, complete the contract approval log
      a. SPB Supervisors will approve the contracts on this list at least once a day or Staff Assistant may request SPB Supervisor to approve if necessary

   ii. Staff Assistant may not continue to the next step until the contract extension is approved

14. E-mail a link of the contract extension on the internet to individuals listed on the Buyer’s Instructional Form (Pink Sheet) notifying the individuals that the contract extension posted to the SPB website is available for viewing/use, copying the buyer on the email

BB. Buyer will ensure that the contract is posted to the SPB website
CC. Buyer may recycle Working Documents folder at this time
DD. Buyer begins Contract Management activities as necessary
See SOP 53, Contract Management

NEBRASKA Administrative Services Materiel Division	SOP Number & Name:	SOP 33, Contract, Amendments
	Revision Number:	Original
	Implementation Date:	
State Purchasing Bureau	Last Reviewed/Update Date:	August 21, 2013
SOP Owner: Administrative Assistant to SPB Procurement Manager	Approval:	

Standard Operating Procedure, Contract, Amendments

1. Overview

"Amend" is defined as "to alter or change by adding, subtracting or substituting." An amendment is "a written correction or alteration to a document." A written document, such as a contract, can only be amended in writing. Therefore, if changes or alterations to a contract are necessary, a Contract Amendment must be prepared and processed before the changes or alterations become effective.

Examples of situations calling for contract amendments include, but are not limited to:

- A contractor's business name changes due to merger or acquisition
- Approval of vendor-requested price adjustments (see SOP 34, Price Changes)
- Model and/or item number change or discontinuance
- Modifications to Terms and Conditions (upon approval by AS Counsel)
- Changes (additions, deletions, expansion of language) within the scope of the procurement/written solicitation
- Updates to service/delivery locations, if called out within the procurement/written solicitation
- Typographical corrections/error corrections to the contract documents (example: an incorrect statement of the number of renewal periods remaining may be corrected by an amendment)
- Changes or updates to the Contractor's contact information, including representatives, phone numbers and/or e-mail addresses.

Contract renewals/extensions AND amendments must be completed as separate transactions. If a supplier requests changes to the contract at the time of renewal, a contract renewal/extension must first be completed FOLLOWED by the contract amendment.

Checklists are required for different areas of the contract process, and are to be attached within the classification folder. Items on the checklist will be marked off, dated, and initialed **as tasks are completed**. Contract checklists will also include Milestone Reviews. The required checklist for the Contract Amendment process is:

- Contract Amendment

Refer to SOP 1, File Configuration & Maintenance for configuration of the pressboard classification folder for a Contract Amendment.

2. *Procedure*

The Staff Assistant will find more detailed instructions within the Staff Assistant Manual and PFC Training Guides.

I. The request for an amendment to a contract may come from an Agency, the Contractor or SPB
   A. If the Agency initiates the request, they must send the SPB Buyer a written request to amend the contract and provide any supporting documentation necessary for the review process

   B. If the Contractor initiates the request, they must provide supporting documentation. If a price adjustment is requested, supporting documentation is included but not necessarily limited to:
      1. Invoices from Contractor's supplier(s) documenting the change in pricing to the contractor (NOTE: See SOP 34, Price Changes for procedure)
      2. Contractor Price Adjustment Form (NOTE: See SOP 34, Price Changes for procedure)
      3. Documentation supporting merger or acquisition notice, company name change, contact name change or other alteration to the current contract as originally written
      4. Buyer ensures that contractor understands the amendment request must be reviewed, approved, and the amended contract must be in place prior to the contractor fulfilling/initiating the requested changes, whatever their nature.

   C. If SPB initiates the request, it is primarily done to fix errors on the contract award documents, such as an incorrect number of renewal terms remaining or other typographical inaccuracies
      1. Buyer documents the error and correction on the Contract Summary Form (see below) in the Comments field
      2. Buyer communicates notice of the proposed correction to the contractor, as a matter of professional courtesy

II. Review Process for Amendment
   Price changes, especially increases, will be reviewed by Buyer with help of SPB Supervisor and SPB Procurement Manager to ensure that the request is appropriately supported. (See SOP 34, Price Adjustments)
      1. If the amendment request was initiated by the contractor, Buyer notifies agency
      2. Agency approval, by email or in writing, is required for an agency-specific contract.
         i. Example: Gravel contracts used by Roads
      3. Statewide commodity contracts do not require agency approval by all users, but it is good policy to advise and solicit input from agencies whose use is extensive.
         i. Example: Ammunition contracts used primarily by State Patrol, Corrections, and Game & Parks.

III. Buyer, upon completing review and working with SPB Supervisor and SPB Procurement Manager as appropriate, prepares the Contract Amendment template.
   A. Examples of the Contract Amendment form are shown below:

AMENDMENT NUMBER <<ONE, TWO….>>

CONTRACT NUMBER <<INSERT NUMBER>>

<<SERVICE or GOODS PROVIDED>> **(Choose One)** FOR THE STATE OF NEBRASKA

Between The State of Nebraska and << Contractor>>

This Amendment (the "Amendment") is made by the State of Nebraska and Contractor, parties to Contract Contract Number (the "Contract"), and upon mutual agreement and other valuable consideration the parties agree to and hereby amend the contract as follows:

What items, including line numbers are being amended (Instructions; delete when completed.)

This amendment will become part of the Contract. Except as set forth in this Amendment, the Contract is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Contract or any earlier amendment, the terms of this amendment will prevail.

.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date of execution by both parties below.

State of Nebraska	Contractor: Name of Contractor
By: ____________________ (Signature)	By: ____________________ (Signature)
Name: ____________________ (Printed)	Name: ____________________ (Printed)
Title: ____________________	Title: ____________________
Date: ____________________	Date: ____________________

STATE OF NEBRASKA CONTRACT AMENDMENT FORM 1/8/2013

AMENDMENT NUMBER SIX **<<ONE, TWO….>>**
CONTRACT NUMBER 12345 OC <<INSERT NUMBER>>
<<SERVICE or GOODS PROVIDED>> **(Choose One)** GASKETS FOR THE STATE OF NEBRASKA
Between The State of Nebraska and << Contractor>> Acme Gasket

This Amendment (the "Amendment") is made by the State of Nebraska and Acme Gasket Contractor, parties to Contract **12345 OC** Contract Number (the "Contract"), and upon mutual agreement and other valuable consideration the parties agree to and hereby amend the contract as follows:

What items, including line numbers are being amended (Instructions; delete when completed.)

Line	Description	Estimated Quantity	Unit of Measure	Unit Price
1	BIG GASKET MODEL: FT-12IT-E	5.000	EA	$9,635.0000
2	LITTLE GASKET MODEL: FT-17EF-X	5.000	EA	$ 257.0000

Above is used for example purposes only; other narrative examples may be appropriate, based on the contract.

This amendment will become part of the Contract. Except as set forth in this Amendment, the Contract is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Contract or any earlier amendment, the terms of this amendment will prevail.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date of execution by both parties below.

State of Nebraska	Contractor: Name of Contractor
By: ____________________________ (Signature) **Materiel Administrator signs amendment form**	By: ____________________________ (Signature) **Contractor's original signature required**
Name: __________________________ (Printed) **Buyer prints Materiel Administrator's name**	Name: __________________________ (Printed) **Contractor fills in printed name**
Title: ___________________________ **Buyer prints "Materiel Administrator" as Amendment & contract file are prepared for signature**	Title: ___________________________ **Contractor fills in above**
Date: ___________________________ **Buyer adds date if MA does not, after signature**	Date: ___________________________ **Contractor fills in date he/she signed**

STATE OF NEBRASKA CONTRACT AMENDMENT FORM 1/8/2013

IV. Buyer drafts the Contract Amendment form

V. Buyer emails draft Contract Amendment form to AS Counsel requesting a meeting to review amendment.

VI. Meeting with AS Counsel

   A. Buyer brings two copies of draft amendment to meeting

      1. Copies are printed one-side

   B. Buyer brings all supporting information and necessary files to meeting

C. AS Counsel may request changes to the amendment draft
   1. Buyer makes changes and re-submits to AS Counsel; depending upon complexity, additional meeting(s) may be necessary

D. AS Counsel approves the final draft amendment

VII. After approval of amendment draft by AS Counsel, Buyer may proceed with preparing instructions for contract amendment generation

A. Amendment & Renewal: Renewal first, Amendment second –both may be prepared at the same time on parallel tracks and process through together. Classification File preparation-Renewal, with Amendment on top.

B. Buyer completes Contract Summary form for an amendment
   See SOP 3, Contract Summary form

C. Buyer drafts, as needed, Contract amendment documents to provide contract amendment instructions
   1. Absolutely no writing on original documents
   2. Buyer may make a copy of desired documents and mark as needed
   3. Amendment language is to read:
      i. AMENDMENT ONE AS ATTACHED."
      ii. "AMENDMENT TWO (or insert appropriate number of amendment) AS ATTACHED."

D. Buyer completes Buyer's Instructional Form (Pink Sheet)
See SOP 6, Buyers Instructions Form (Pink Sheet)
1. If drafts are used to provide instructions, the drafts must be notated in the "Additional Comments" section

E. Buyer prints and files all correspondence according to SOP 1, File Configuration & Maintenance

F. Buyer will provide redrope file to the Staff Assistant, with the classification folder placed on top of the redrope
1. All documents are to be secured within the classification folder, unless the document is to be posted; NO LOOSE DOCUMENTS

G. Staff Assistant completes contract amendment within PFC as instructed by the Buyer
1. Renewal language within the PFC header is to read:
"AMENDMENT ONE (or appropriate number) AS ATTACHED"

VENDOR NUMBER: 507042

CONTRACT NUMBER
13026 OC

disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. §4-108.

The parties hereby agree that the following documents are incorporated into the contract resulting from this Invitation to Bid:
1. The signed Invitation to Bid Contract document;
2. The original ITB document;
3. Any Addenda and or Amendments to include Questions and Answers;
4. Warranty documents supplied with the bid;
5. The contract award.

Unless otherwise specifically stated in a contract amendment, in case of any conflict between the incorporated documents, the documents shall govern in the following order of preference with number 1 receiving preference over all other documents and with each lower numbered document having preference over any higher numbered document: 1) the contract award, 2) ITB addenda or amendments, to include Questions and Answers, with the latest dated amendment having the highest priority, 3) the original ITB, 4) the signed ITB Contract document, 5) warranty documents supplied with the bid.

Any remaining uncertainty or ambiguity shall not be interpreted against either party because such party prepared any portion of the Agreement, but shall be interpreted according to the application of rules of interpretation of contracts generally.

It is understood by the parties that in the State of Nebraska's opinion, any limitation on the contractor's liability is unconstitutional under the Nebraska State Constitution, Article XIII, Section 3 and that any limitation of liability shall not be binding on the State of Nebraska despite inclusion of such language in documents supplied with the contractor's bid.

Vendor Contact: Bob Wald
Phone: 308-382-6581
Fax: 308-382-1813
E-Mail: bwald@thompsonfoods.com

AMENDMENT SIX as attached. (02/05/13 bl)

AMENDMENT SEVEN as attached. (02/21/13 bl)

AMENDMENT EIGHT as attached. (05/31/13 bl)

2. The "printed" contract renewal is revised in Adobe to reflect the current date as the "Order Date"

H. Staff Assistant prints contract amendment single sided and Proofs for accuracy, typographical error and completeness
1. Contract Header states "Contract Amendment"
2. Supplier Address Book Number
3. Header Dates
4. Contract Description
5. Contract Term
6. Renewal Options
7. Supplier Contract Information
8. Contract Detail Lines
   i. All applicable contract lines appear on contract

ii. Contract line descriptions
iii. Quantity on each line
iv. Unit of Measure on each line
v. Unit Price on each line

I. Staff Assistant rubberbands contract amendment on top of the classification folder

J. Staff Assistant will give redrope to another Staff Assistant to proof for accuracy, typographical error and completeness
   1. Contract Header states "Contract Amendment"
   2. Supplier Address Book Number
   3. Header Dates
   4. Contract Description
   5. Contract Term
   6. Renewal Options
   7. Supplier Contract Information
   8. Contract Detail Lines
      i. All applicable contract lines appear on contract
      ii. Contract line descriptions
      iii. Quantity on each line
      iv. Unit of Measure on each line
      v. Unit Price on each line

   If any corrections are needed, Staff Assistant is to correct, prior to submitting to Buyer

K. Staff Assistant who completed contract amendment will submit redrope to Buyer

L. Buyer reviews and proofs contract amendment documents for accuracy, typographical error and completeness
   1. Contract Header states "Contract Amendment"
   2. Supplier Address Book Number
   3. Header Dates
   4. Contract Description
   5. Contract Term
   6. Renewal Options
   7. Supplier Contract Information
   8. Contract Detail Lines
      i. All applicable contract lines appear on contract
      ii. Contract line descriptions
      iii. Quantity on each line
      iv. Unit of Measure on each line
      v. Unit Price on each line

   If any corrections are needed, Buyer will return contract documents to the Staff Assistant for correction.

M. Buyer signs and dates the first page of the contract amendment and initials subsequent contract pages

N. Buyer submits the redrope to the SPB Supervisor for review

O. SPB Supervisor reviews the file(s) and contract documents for accuracy, typographical errors and completeness of all necessary documentation
   1. If SPB Supervisor finds errors or has questions, SPB Supervisor returns the redrope to the Buyer
   2. SPB Supervisor initials and dates the first page of the contract amendment and submits the redrope to the SPB Procurement Manager

P. SPB Procurement Manager reviews file(s) and contract documents for accuracy, typographical errors and completeness of all necessary documentation
   1. If the SPB Procurement Manager finds errors or has questions, SPB Procurement Manager returns the redrope to the SPB Supervisor
   2. SPB Procurement Manager initials and dates the first page of the contract amendment and submits the redrope to the Materiel Administrator

Q. Materiel Administrator reviews file(s) and contract documents for accuracy, typographical errors and completeness of all necessary documentation
   1. If the Material Administrator finds errors or has questions, Materiel Administrator returns the redrope to the SPB Procurement Manager
   2. Materiel Administrator signs and dates the first page of the contract amendment and submits the redrope to the Materiel Administrator and places the completed redrope on the completed area of the signing table located outside of the manager/administrator offices.

R. Staff Assistants gather signed contracts throughout the day and dispurse to the appropriate Staff Assistant

S. Staff Assistant completes signed Document process
   Signed documents must be mailed and posted within 24 hours of the Materiel Administrator signing the contract award

   Note: Staff Assistant will need to refer to the Buyer's Instructional Form (Pink Sheet) for posting instructions of the contract and if a bid tabulation is to be posted. In addition, the Buyer's Instructional Form (Pink Sheet) must be initialed and dated by the Staff Assistant as tasks in this section are completed.

   1. Scan signed contract amendment

   2. Make two Copies of the signed contract amendment
      i. Copies are printed double sided

   3. One copy of the contract amendment is mailed to the supplier
      i. Initial and Date contract summary form
      ii. One copy of the contract amendment is provided to the buyer
      iii. The original contract amendment is filled within the classification folder
      iv. Staff Assistant will e-mail a link of the contract on the internet to agency individuals listed on the Buyer's Instructional Form (Pink Sheet) notifying the individuals that the contract posted to the SPB website is available for viewing/use, copying the buyer on the email (this is an event recorded on the Timeline form).

v. Staff Assistant will email a scanned copy of the contract to the vendor representative listed within the contract, requesting an email back from the vendor representative acknowledging receipt of the contract. This email is retained in the file.
vi. Staff Assistant mails hard copy of contract via USPS to the contractor.

4. Scanned contract amendment is saved on the G: drive
   i. Contract amendment is inserted into the existing saved contract and renamed

5. Scanned contract amendment is saved to the contract webpage
   i. If "Post Contract to the Internet" is checked "No" by the buyer, the AS Counsel must review and approve such a recommendation.
   ii. If recommendation not to post is approved, save a copy of the "Contract Not Posted Memo" to the contract webpage
   iii. If it is a service contract, insert RFP proposal behind scanned contract save a copy of the "Contract Not Posted Memo" to the contract webpage
   iv. Contract renewal is inserted into the existing saved contract and renamed

6. Scanned contract amendment is saved within the PFC

7. List the NIGP codes used within the contract amendment of the Buyer's Instructional Form (Pink Sheet)

8. Add contract amendment to Inventory Master

9. Verify the contract amendment has been approved with the PFC
   i. If the contract amendment requires electronic approval, complete the contract approval log
      a. SPB Supervisors will approve the contracts on this list at least once a day

   ii. Staff Assistant may not continue to the next step until the contract amendment is approved

10. E-mail a link of the contract amendment on the internet to individuals listed on the Buyer's Instructional Form (Pink Sheet) notifying the individuals that the contract amendment posted to the SPB website is available for viewing/use, copying the buyer on the email

T. Buyer will ensure that the contract amendment is posted to the SPB webiste

U. Buyer may recycle his/her Working Documents folder at this time

V. Buyer begins Contract Management activities as necessary
   See SOP 53, Contract Management

NEBRASKA Administrative Services Materiel Division		SOP 34, Contract, Price Changes
	Revision Number:	Original
	Implementation Date:	
State Purchasing Bureau	Last Reviewed/Update Date:	August 21, 2013
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Contract, Price Changes

1. Overview

Due to a variety of factors, contractors may request price changes (which may include either increases or decreases, but in practice are most often increases) during the term of a contract, whether a commodity or service contract. Factors to keep in mind:

The Buyer will **always** review the contract terms and conditions to ascertain whether the contractor may legitimately request a price change or has requested the price change in accordance with the terms.

Commodity Example: A commodity contract with initial effective dates of January 1, 2013 through December 31, 2013 may have a clause within the terms and conditions stating the contractor may not request price increases within the first year of the contract. Therefore, if a contractor makes a request for a price increase in March 2013 for a price increase effective within the next thirty (30) days, that is an invalid request by the terms of the contract. State Purchasing Bureau (SPB) would deny such a request. (The contractor may then choose to invoke a cancellation clause, if one exists within the terms and conditions.)

Service Example: A service contract awarded without language allowing for price escalation (review the RFP associated with the contract, as well as the Contractor's proposal response) is not subject to price increase requests. This is another reason why Buyers should discuss price escalation with RFP stakeholders at the beginning of the RFP process; language can be included with the RFP that would allow for price increases, if the agency believes that is within their best interest.

Price Increase Standards:

- All price increase requests must be substantiated by documentation.
- All price increase requests must be made thirty (30) days prior (or as defined within the contract) to requested effective date, to allow for review, approval and processing.
- All price increase requests that are substantiated and approved will require an Amendment to the existing Contract. (See SOP 33, Contract Amendments)

Checklists are required for different areas of the contract process, and are to be attached within the classification folder. Items on the checklist will be marked off, dated, and initialed **as tasks are completed.** Contract checklists will also include Milestone Reviews. The required checklist for the Contract Amendment process is:

- Price Change Requests

Refer to SOP 1, File Configuration & Maintenance for configuration of the pressboard classification folder for a Contract Amendment.

2. Procedure

The Staff Assistant will find more detailed instructions within the Staff Assistant Manual and PFC Training Guides.

I. The request for a price change to a contract may come to SPB from the contractor or an Agency may pass along the Contractor's request, if the agency received it. The Contractor, for all SPB contracts, should make the price change request directly to SPB, but in practice this does not always occur.

   A. If the agency initiates the request, they must send SPB Buyer written request (email is acceptable) to amend the contract and provide any supporting documentation necessary for the review process they may have received from the contractor. The agency should also state whether the proposed price change is acceptable for their business needs.

   B. If the contractor initiates the request, they must provide supporting documentation. If a price adjustment is requested, supporting documentation is included but not necessarily limited to:
      1. Invoices from contractor's supplier(s) documenting the change in pricing to the contractor
      2. Contractor Price Adjustment Form
      3. Buyer ensures that contractor understands the price change request must be reviewed, approved, and the amended contract must be in place prior to the contractor being able to bill for the changed pricing.
      4. Price changes are typically restricted to a thirty (30) day notice before any change may become effective.

II. Review Process for Price Change Requests

   Price changes, most typically increases, will be reviewed by Buyer with help of SPB Supervisor to ensure that the request is appropriately supported by documentation.
   1. If the price change request was initiated by the contractor to SPB, Buyer notifies agency
   2. Agency approval, by email or in writing, is required for an agency-specific contract.
      i. Example: Gravel contracts used by Roads
   3. Statewide commodity contracts do not require agency approval by all users, but it is good policy to advise and solicit input from agencies whose use is extensive.
      i. Example: Ammunition contracts used primarily by State Patrol, Corrections, and Game & Parks or the Air Filter contract used by multiple state agencies.
      ii. If unsure of whom to contact at an agency, agency stakeholders may be found by reviewing the contract file for the Buyer's Instruction Sheet (Pink Sheet) where specific agency contacts are often listed.
   4. Documentation of the requested change must be provided by the contractor and may include any or all of the following:
      i. Invoices from the contractor's supplier(s) showing acquisition cost changes during the appropriate time periods (Example: if Contractor is requesting a 2% price increase, do the invoices support the percentage?)
      ii. Detailed documentation of the raw material, shipping, or other charges that the contractor states have a direct correlation to the price increase
      iii. Published price lists from the appropriate time periods (from time of bid to current request)
      iv. Other documentation that is appropriate to establish the need for a price change (please note that there are many variables and it is difficult to establish a one-size-fits-all template for appropriate documentation).
   5. Common difficulties within the Price Adjustment request and approval process include:
      i. The contractor is reluctant to provide invoices from their supplier(s)
      ii. The contractor does not understand why what they consider a "reasonable" increase request requires documentation

iii. Addressing contractor concerns and educating them as to SPB requirements is crucial and requires tactful but straightforward conversation with the contractor. In many cases, it is best that the Buyer and/or the SPB Supervisor, separately or in tandem, make a phone call to the contractor. Multiple phone calls may be necessary; it is good practice to follow with a brief email to the vendor recapping the discussion.

iv. Buyer and/or SPB Supervisor may have to explain that SPB is responsible to both Nebraska taxpayers and auditors to ensure that all due diligence has been performed.

v. Buyer and/or SPB Supervisor may reassure contractor that if they wish to submit supplier invoices under "Proprietary Information" cover, that the information will be housed separately and not become part of the public contract file. (See SOP XXX, Proprietary Information)

6. Final approval of Price Change requests is done by using the Price Change checklist with milestone approval by SPB Supervisors and/or SPB Procurement Manager

III. Buyer, upon receiving final approval by completion of Price Change checklist/milestone, prepares the Contract Amendment template, which is used to establish a price change to an existing contract.

IV. Buyer drafts the Contract Amendment form (See SOP 33, Contract Amendment for amendment procedures)

NEBRASKA Administrative Services Materiel Division	SOP Number & Name:	SOP 35, Contract, Cancelled or Expired
	Revision Number:	Original
	Implementation Date:	
State Purchasing Bureau	Last Reviewed/Update Date:	August 21, 2013
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Contract, Cancelled or Expired

1. Overview

CANCELLED (or TERMINATED) CONTRACTS
A cancelled or terminated contract is a contract that has not lived out its natural life span, due to any number of situations that may have occurred. Contracts generally have a Termination or Cancellation clause within the terms and conditions that allows for either party – the State or the Contractor – to request cancellation with thirty (30) days' notice (or other term as written within the contract) to the other party.

Examples of situations resulting in cancellation of a contract include, but are not limited to:

- A company goes out of business and can no longer provide commodities or services;
- A Contractor requests a Price Change (increase) which is not accepted by the State; the Contractor then invokes the Cancellation clause;
- Model and/or item number change or discontinuance, such as heavy equipment Tier III engines being replaced by Tier IV;
- Dissatisfaction of either party that cannot be resolved to both parties' satisfaction; and
- Commodity or service is no longer needed.

Refer to SOP 1, File Configuration & Maintenance for configuration of the pressboard classification folder for a Contract Amendment (an amendment is required for the cancellation or termination.)

EXPIRED CONTRACTS
Neither an agency nor SPB can enter into contracts with "indefinite" duration. Every contract must have an expiration date. The total length of time that a contract may be in effect varies, but includes the initial contract period, all renewal periods called out within the original contract, and any short term extensions. A true expired contract is one that served out its time, has no more renewal periods remaining, and therefore, cannot be resurrected.

Checklists are required for different areas of the contract process, and are to be attached within the classification folder. Items on the checklist will be marked off, dated, and initialed **as tasks are completed.** Contract checklists will also include Milestone Reviews.

2. Procedure

The Staff Assistant can find more detailed instructions within the Staff Assistant Manual and PFC Training Guides.

I. Cancelled or Terminated Contract

A. If the agency initiates the request, they must send SPB Buyer a written request to cancel or terminate the contract and provide any supporting documentation necessary for the review process. If the contract is a statewide contract, it would be rare for a single agency to request cancellation or termination; issues with the contractor's performance should be documented and worked through, with SPB input if necessary.

B. If the contractor initiates the request, they must invoke the cancellation or termination clause in writing (email is acceptable).
   1. If SPB initiates the request to cancel or terminate, the Cancellation Justification form is completed and signed by all parties.
   2. Review of Cancellation request is made by SPB administration.

C. Buyer communicates notice of the proposed cancellation to the contractor, via Cancellation Letter sent by US Mail to the contractor.
   1. Letter is sent Certified Mail, Return Receipt Requested
   2. Staff Assistant will take letter to the AS Mail Room and fill out the Return Receipt Request form.

D. Cancellation or termination is effective thirty (30) calendar days (or other term as written within the contract) after notice has been given by either party (SPB or contractor), unless the contract terms and conditions dictate otherwise.

E. Buyer notifies agency stakeholders of impending contract cancellation.

F. Approximately 5-7 days before contract cancellation date, Buyer initiates processing by giving red rope, contract file and Pink Sheet to Staff Assistant, noting in the instructions that the contract will be cancelled on <insert effective date of cancellation>.

G. Staff Assistant prepares a contract document with a CANCELLED watermark in black through the face of the contract and inserts a CANCELLED stamp in the signature block.

H. Buyer reviews the documentation, including the CANCELLED contract, and forwards to SPB Supervisor for review.
   1. The cancelled contract is not executed (that is, the contract is not signed) but reviewed by SPB administration and then returned to Buyer.
   2. Buyer notes in Buyer Report Excel file that the contract was cancelled on <insert effective date of cancellation>.

I. Buyer gives Red Rope to Staff Assistant for final processing steps:
   1. Contract is removed by the Staff Assistant from SPB website on the date of expiration
   2. Contract is removed from Contracts Access database by the Staff Assistant. Staff Assistant also notes reason in comments section.
   3. Staff Assistant removes NIGP codes from the Inventory Master in PFC, files the Pink Sheet into the Working Documents section of the classifications folder and files Red Rope in Expired Cabinet
   4. Final Processing of files is done by Administrative Assistant to Procurement Manager, who prepares the files to be sent to Records Management (see SOP XXX, Office Protocol).

II. Expired Contract

A. As described in the introductory notes, an expired contract is one that has come to the end of its lifespan and has no further renewal options. It is understood that Buyers have a responsibility to review their contract lists to ensure that contract expiration is planned and does not come as a surprise to agency stakeholders.

1. Approximately 180 days in advance of expiration (more time may be appropriate in the event of complex contracts), Buyer notifies agency stakeholders(s) of impending expiration.
2. Statewide contracts will typically require a new bid (either ITB or RFP, as appropriate) and updated or reviewed specifications.
3. Agency-specific contracts will also require a new bid, if the commodity or service is still necessary, with the agency contact(s) providing updated specifications to the Buyer.

B. At time of expiration, Buyer completes Buyer's Instructional Form (Pink Sheet) See SOP 6, Buyers Instructions Form (Pink Sheet)
   1. Buyer writes "EXPIRED" on the Pink Sheet, including the contract number.
   2. This is done as a courtesy to the Staff Assistant, so that they do not have to guess why the red rope file has suddenly come to their station.
   3. Buyer notes in Buyer Report Excel file that the contract expired

C. Buyer gives Red Rope to Staff Assistant for final processing steps:
   1. Contract is removed by the Staff Assistant from SPB website on the date of expiration
   2. Contract is removed from Contracts Access database by the Staff Assistant. Staff Assistant also notes reason in comments section.
   3. Staff Assistant removes NIGP codes from the Inventory Master in PFC, files the Pink Sheet into the Working Documents section of the classifications folder and files Red Rope in Expired Cabinet

D. Final Processing of files is done by Administrative Assistant to Procurement Manager, who prepares the files to be sent to Records Management (see SOP XXX, Office Protocol).

NEBRASKA Administrative Services Materiel Division	SOP Number & Name:	SOP 36, Contract, Cooperative (Initial Award and Renewal)
	Revision Number:	Original
	Implementation Date:	
State Purchasing Bureau	Last Reviewed/Update Date:	December 13, 2013
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Contract, Cooperative (Initial Award and Renewal)

1. Overview

Per Statute 81-153, Materiel shall have the power to:

> "Allow the purchase of items by participation in a contract competitively bid by another state or groups of states."

The statute, as of this writing, allows Materiel to participate only in commodity contracts that are competitively bid by other states, not service contracts. The cooperative contract, as of this writing, must also be bid by a state or group of states, not a city, county, or other municipal cooperatives.

WSCA (Western States Contracting Alliance) is the one of the best known state cooperative purchasing units. State Purchasing Bureau (SPB) does participate in WSCA commodity contracts, when in the best interest of the state. Other state cooperative contract entities include MMCAP and there may be others that are suitable for use by SPB.

Information from the National Association of State Procurement Officials (NASPO) website describes the history and role of WSCA:

> "Since 1993, the Western States Contracting Alliance (WSCA) served as the primary cooperative purchasing arm of NASPO and encouraged, fostered, and guided participating members to work collaboratively in an effort to create true procurement cooperatives. WSCA-NASPO represents a unified, nationally-focused cooperative purchasing program that will leverage the collective expertise and experience of WSCA and NASPO, aggregate the demand of all 50 states, the District of Columbia and the five organized territories, and their political subdivisions and other eligible entities, and help spur innovation and competition in the marketplace."
>
> "All authorized governmental entities in any state are welcome to use WSCA-NASPO cooperative contracts with the approval of that state's State Chief Procurement Official. Cooperative purchasing benefits states as well as cities, counties, public schools, institutions of higher education and other eligible entities."

SPB "participates" in a WSCA (or any other state cooperative purchasing unit) contract by issuing a Participating Addendum to the contract(s) established by the cooperative purchasing unit. (The cooperative purchasing unit has performed the bid process; other states "piggyback" onto the original contract.)

A checklist is required for different areas of the contract process, and is to be attached within the classification folder, under the Timeline form. Items on the checklist will be marked off, dated, and initialed **as tasks are completed.** The contract checklists will also include a Milestone Review. The required checklist for the WSCA Contract process is:

- Cooperative Contract Initial Award
- Cooperative Contract, Renewal

Refer to SOP 1, File Configuration & Maintenance for configuration of the pressboard classification folder for an Initial Contract Award.

2. Procedure

The Staff Assistant can find more detailed instructions within the Staff Assistant Manual and PFC Training Guides.

The contract classification folder has already been established by the Buyer or is established by the Buyer.

COOPERATIVE CONTRACT – INITIAL AWARD

I. Buyer has received request to participate in cooperative contract and has reviewed to ensure that pricing is acceptably competitive. There have been occasions where a separate State bid has netted better pricing, due to regional pricing factors or locally aggressive competition.

   A. Absolutely no writing on original documents
   B. Discussion between Buyer, SPB Supervisor and SPB Procurement Manager may be necessary to ensure that all parties understand the need or that there is sufficient agency demand for the contract item(s).

II. Buyer drafts Participating Addendum (see SOP 33, Contract Amendment) for instructions. The process is virtually identical.
   A. Participating Addendum is the title of the document.

III. Participating Addendum will consist of Nebraska's terms and conditions, to which the Contractor agrees to by signing Participating Addendum.
   A. If Contractor does not agree to a specific clause, Buyer works with AS Counsel to negotiate with the Contractor.
   B. Participating Addendum will establish number and duration of renewal periods, based on original issued WSCA contract.

IV. Upon receipt of original Participating Addendum signed by Contractor, Buyer proceeds with contract creation.

V. Buyer completes Buyer's Instructional Form (Pink Sheet)
See SOP 6, Buyers Instructions Form (Pink Sheet)
   A. If drafts are used to provide instructions, the drafts must be notated in the "Additional Comments" section

VI. Buyer prints and files all correspondence according to SOP 1, File Configuration & Maintenance

VII. Buyer will provide redrope file to the Staff Assistant, with the classification folder placed on top of the redrope (this step is an event recorded on the Timeline)
   A. All documents are to be secured within the classification folder, unless the document is to be posted; NO LOOSE DOCUMENTS
      1. Documents for posting should be rubberbanded to the front of the classification folder, including Participating Addendum
         2. Place "Proprietary & Copyrighted Statement" on top of Awarded RFP or Specificatons, if applicable (A "Proprietary & Copyrighted Statement" is not needed if not applicable)

   B. There is no Bid Tabulation associated with a WSCA contract award, due to the bidding process being handled by another state, known as the "lead state" in WSCA terminology.

VIII. Staff Assistant generates and revises contract within PFC as instructed by the Buyer
And prints Contract single sided and Proofs for accuracy, typographical error and completeness
   A. Contract Header states "Contract Award"
   B. Supplier Address Book Number
   C. Header Dates

D. Contract Description
E. Renewal Options
F. Contract Term
G. Supplier Contract Information
H. Contract Detail Lines
   1. All Awarded contract lines appear on contract
   2. Contract line descriptions
   3. Quantity on each line
   4. Unit of Measure on each line
   5. Unit Price on each line

IX. Staff Assistant makes contract label for classification folder, redrope, and any price lists or ordering information, as applicable

X. Staff Assistant rubberbands contract to the top of the classification folder, in the following order
   A. Contract, including Participating Addendum
   B. "Proprietary & Copyrighted Statement," if applicable

XI. Staff Assistant who generated contract will make necessary corrections and then submit redrope to Buyer

XII. Buyer reviews and proofs Contract Award documents for accuracy, typographical error and completeness
   A. Contract Header states "Contract Award"
   B. Supplier Address Book Number
   C. Header Dates
   D. Contract Description
   E. Renewal Options
   F. Contract Term
   G. Supplier Contract Information
   H. Contract Detail Lines
      1. All Awarded contract lines appear on contract
      2. Contract line descriptions
      3. Quantity on each line
      4. Unit of Measure on each line
      5. Unit Price on each line

   If any corrections are needed, Buyer will return contract documents to the Staff Assistant for correction.

XIII. Buyer completes the Cooperative Contract Summary form
   A. Cooperative Contract Summary form differs from standard Contract Summary form in that the Cooperative Contract Summary form explains to any potential reviewer that there are no bid documents associated with the contract, due to the "lead state" having conducted the bid process and having established the original contract.
   B. The SPB Procurement Manager also signs the Cooperative Contract Summary form, unlike the standard Contract Summary.

   See SOP 3, Contract Summary

XIV. Buyer renames folder in E-Mail to include contract number
   All correspondence should be printed and filed, as well as saved in the email folder

XV. Buyer signs and dates the first page of the contract and initials any subsequent pages

XVI. Buyer submits the redrope to the SPB Supervisor for review (this is an event recorded on the Timeline form)

XVII. SPB Supervisor reviews the file(s) and contract documents for accuracy, typographical errors and completeness of all necessary documentation

A. If the SPB Supervisor finds errors or has questions, the SPB Supervisor returns the redrope to the Buyer
B. SPB Supervisor initials and dates the first page of the contract and submits the redrope to the State Procurement Manager

XVIII. SPB Procurement Manager reviews file(s) and contract documents for accuracy, typographical errors and completeness of all necessary documentation

A. If the State Procurement Manager finds errors or has questions, the State Procurement Manager returns the redrope to the SPB Supervisor
B. State Procurement Manager initials and dates the first page of the contract and places the redrope on the signing table for the Materiel Administrator to review and sign.

XIX. Materiel Administrator reviews file(s) and contract documents for accuracy, typographical errors and completeness of all necessary documentation

A. If the Material Administrator finds errors or has questions, the Materiel Administrator returns the redrope to the State Procurement Manager
B. Materiel Administrator signs and dates the first page of the contract and places the completed redrope on the completed area of the signing table.
C. Materiel Administrator will sign the Participating Addendum

XX. Staff Assistants gathers signed contract(s) throughout the day and dispurses to the appropriate Staff Assistant

XXI. Staff Assistant completes signed Document process
Signed documents must be processed and posted within 24 hours of the Materiel Administrator signing the contract award

Note: Staff Assistant will need to refer to the Buyer's Instructional Form (Pink Sheet) for posting instructions of the contract . In addition, the Buyer's Instructional Form (Pink Sheet) must be initialed and dated by the Staff Assistant as tasks in this section are completed.

A. Scan signed contract and any other pages rubberbanded to the front of the classification folder

B. Make two Copies of the signed contract and any other pages rubberbanded to the front of the classification folder
   1. Copies are printed single sided
   2. Contracts are to be inclusive of the Participating Addendum

C. Staff Assistant will e-mail a link of the contract on the internet to agency individuals listed on the Buyer's Instructional Form (Pink Sheet) notifying the individuals that the contract posted to the SPB website is available for viewing/use, copying the buyer on the email (this is an event recorded on the Timeline form).
D. Staff Assistant will email a scanned copy of the contract to the vendor representative listed within the contract, requesting an email back from the vendor representative acknowledging receipt of the contract. This email is retained in the file.
E. Staff Assistant mails hard copy of contract via USPS to the contractor.

F. Scanned contract is saved on the G: drive

G. Scanned contract is saved to the contract webpage
   1. If "Post Contract to the Internet" is checked "No" by the buyer, the AS Materiel Administrator/General Counsel must review and approve such a recommendation.
   2. If recommendation not to post is approved, save a copy of the "Contract Not Posted Memo" to the contract webpage
   3. If it is a service contract, insert RFP proposal behind scanned contractsave a copy of the "Contract Not Posted Memo" to the contract webpage

H. Scanned contract is saved within the PFC

I. List the NIGP codes used within the contract of the Buyer's Instructional Form (Pink Sheet)

J. Add contract to Inventory Master within the PFC

K. Enter contract into Access database and upload contract database to website (see Staff Assistant Manual for instructions)
   1. Vehicle contracts will remain posted to the SPB website until the next vehicle production year bids are released, even though the Build Out Dates indicate an expiration
   2. Ensure that the contract is posted to the SPB website

L. Verify the contract has been approved with the PFC
   1. If the contract requires electronic approval, complete the contract approval log
      i. SPB Supervisors will approve the contracts on this list at least once a day
   2. Staff Assistant may not continue to the next step until the contract is approved

XXII. Buyer will ensure that the contract is posted to the SPB website

XXIII. Buyer may recycle Working Documents folder at this time

XXIV. Buyer begins Contract Management activities as necessary
See SOP 53, Contract Management

COOPERATIVE CONTRACT – RENEWAL

I. The renewal process for a cooperative contract is very similar to the renewal process of an SPB-bid contract. (See SOP 32, Contract, Renewal)

A. The key differences are:

   1. The use of the Cooperative Contract Summary form by the Buyer to request approval to renew requires the Buyer, the SPB Supervisor and the SPB Procurement Manager to all sign the Cooperative Contract Summary form at the beginning of the renewal process. Once the Cooperative Contract Summary form has all signatures, the renewal process may begin.

   2. The Lead State must renew the cooperative contract prior to the Buyer initating the renewal process. Buyer ensures that documentation of the Lead State's renewal is included within the contract file.

   3. A new Participating Addendum **including the same terms and conditions from the original participation award is** required for each WSCA/NASPO renewal; a signed

Contract Renewal letter is not used. For a WSCA/NASPO renewal, the Participating Addendum is titled a **Participating Addendum Amendment .**

4. Buyer should retrieve the electronic copy of the original Participating Addendum and save a version in the electronic file as the renewal option (Participating Addendum Amendment), add the “Amendment + Appropriate Number” and complete. This is the document that will be sent to the contractor for original signature. Original signature is required. After receipt of the original signature document, the contract renewal process may proceed. The Materiel Administrator will sign the Participating Addendum Amendment and the contract award.

5. Note that WSCA/NASPO may use the terms “renewal” and “extension” interchangeably. For SPB purposes, SPB considers the WSCA extension a “renewal” per our processes.

NEBRASKA Administrative Services Materiel Division	SOP Number & Name:	SOP 37, Public Records Requests
	Revision Number:	Original
	Implementation Date:	11/05/2013
State Purchasing Bureau	Last Reviewed/Update Date:	08/23/2013
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Public Records Requests

1. Overview

PUBLIC RECORDS REQUESTS

Neb. Rev. Stat. §84-712 et. seq. allows for all citizens of this state and all other persons interested in the examination of public records (as defined in § 84-712.01) to (a) examine such records or to copy or request copies of such records in accordance with such statutes. Copies may be obtained in any form designated by the requester in which the public record is maintained or produced, however public bodies are not required to produce or generate any public record in a new or different form or format modified from that of the original public record. The custodian of a public record is required to provide the location of the public record on the Internet to the requester unless the requester does not have reasonable access to the Internet. The custodian of a public record may charge a fee for providing copies of public records, but such fee may not exceed the actual cost of making the record available. A special service charge reflecting calculated labor costs may be included for time required in excess of four cumulative hours, but shall not include any charge for services of an attorney to review the requested public records.

This SOP outlines the proper procedures for responding to a request for public records received by the State Purchasing Bureau (SPB).

2. Procedure

I. Receipt of Request

A. Requests should be submitted in writing (either by fax, mail, email, or handwritten delivery) and will be handled by the designated Public Record Request Staff Person (PRR Person).

1. Vendors inquiring how to submit a request, should be directed to the SPB website and instructed to complete the "Public Record Request Form."

2. Email requests shall be forwarded (regardless of who received it) to the centralized email account: as.recordsmaterielpurchasing@nebraska.gov . The PRR Person will check the email account daily for new public records requests.

3. If requests are received in hard copy, the request should be date stamped and given to PRR Person.

4. If the requested information is on the Internet, the response can be handled by email (by the PRR Person), unless the requesting party does not have reasonable access to the Internet. (see standard email – Appendix ____). These requests shall be logged and copied in the same manner as all other requests.

B. We **DO NOT**:

1. Provide what we do not have. If information is housed with another agency, we refer the requester to that agency. (See 'denial' letter template found at: *G:\Purchasing\Public Records Requests\!Public Records Info & Templates*)

2. Respond to a public records request received by another state agency. The receiving state agency must instruct the requestor to submit a written request to SPB.

3. Have to make information/records available in a format that we do not have.

4. Send legal, copyrighted, or proprietary information unless instructed otherwise by General Counsel.

C. Timeline

1. Per Neb. Rev. Stat. §84-712(4), a response must be sent to the requestor within four (4) business days after actual receipt of the request, computed by excluding the date the request is received.

2. Per Neb. Rev. Stat. §84-712(4), if more than four (4) business days are needed to gather the requested information, notification explaining the delay may be sent using the 'delay' letter template (Found at: *G:\Purchasing\Public Records Requests\!Public Records Info & Templates*)

II. Steps to be Completed by PRR Person

A. Update the PRR Control Spreadsheet with the new request (Found at: *G:\Purchasing\Public Records Request\Public Records Request Status\Public Records Requests Status 2013\PRR Control Spreadsheet 2013.xlsx*).

1. The Control Spreadsheet is used by Management daily to monitor responses.

2. The General Counsel Paralegal also uses the Control Spreadsheet to track PRR's for other divisions within DAS, and are differentiated by color and division notation.

B. Create subfolders

1. Create subfolder within *G:\Purchasing\Public Records Requests* for the RFP/ITB No. if one does not already exist (*i.e. 1234Z1*). This folder may contain any records that have previously been requested pertaining to that ITB/RFP.

2. Create a subfolder within the RFP/ITB subfolder with the name of the requesting party and the date of the request (*i.e. ACME Inc. 05012013*). This subfolder will contain ONLY the records that are provided to that particular requesting party, in addition to the response letter to such requesting party.

C. Scan/Locate Requested Records (PDF format)

1. Check the ITB/RFP folder on the G: Drive for any existing PDF records and copy such records to the appropriate Public Records Request folder.

2. Scan any records necessary and place in the appropriate Public Records Request folder, using the following naming convention:

   RFP#/ITB# - Vendor Name - Type of document
   EXAMPLE: *4290Z1 Proxi Cost Proposal*

3. Pull copies of necessary records to the specific requesting party folder that will be provided in response to the record request. ***(REMINDER: Proprietary and copyrighted records will not be provided).***

4. Any questions should be directed to the Procurement Manager.

D. Prepare Draft Response Letter Using Appropriate Template

1. Templates *(G:\Purchasing\Public Records Requests\!Public Records Info & Templates\New Templates Working*) are pre-drafted and pre-approved by General Counsel. Templates consist of: (1) Send all Information; (2) Request Clarification; (3) Delay in providing response; (4) Denial; and (5) Partial Denial.

2. If any copyrighted and/or proprietary information is identified, include alternate clauses as appropriate and indicated in such templates.

3. The response letter shall be saved in the requesting party's subfolder with the following naming convention:

   Company Name - Type of Letter – Due Date
   EXAMPLE: *Company Send All Info Due 01012013*

E. **Obtain General Counsel's Approval**

1. Email the draft letter and the original request or original email to General Counsel, with a cc: to the Paralegal for the General Counsel, as follows:

    a. Email subject: "PRR, Vendor Name, Due 01-01-2013" [*due date*]
    b. Email body: "For your review/recommendation/approval," with any special notations being made.
    c. Mark email as 'High Importance.'
    d. Utilize the same email thread when sending info back and forth.
    e. Print final email containing entire email thread upon receiving approval.

F. **Create a disk containing all requested records** (unless alternative method is specified)

G. **Finalize Letter, Copy, Scan and Mail**

1. Print final, approved letter on letterhead and obtain signature of Procurement Manager.

2. Make photocopies of the letter for distribution as follows:

    a. Copy for Paralegal's records;
    b. Copy for Buyer to be placed in file.
    c. Copy for Agency contact &/or Division Head *(Check "Agency Contacts for PRR" file within "Public Records Info & Templates" folder for information)*

3. Scan letter and forward/save to:

    a. Director's Office Coordinator
    b. Subfolder of Requesting party's Public Records Request subfolder

H. **Deliver all information to Buyer for placement in contract file:**

1. Copy of signed letter
2. Email thread (and any other email correspondence)
3. Original request

I. **Update PRR Control Spreadsheet**

J. **Costs -** The state has the right to charge for added costs and employee time over four hours.

	SOP Number & Name:	SOP 38, Vendor Protests
NEBRASKA AdministrativeServices Materiel Division	Revision Number:	Original
	Implementation Date:	11/12/2013
State Purchasing Bureau	Last Reviewed/Update Date:	11/12/2013
SOP Owner: Paralegal to Materiel Administrator	Approval:	

Standard Operating Procedure, Protests

1. Overview

PROTESTS

Neb. Rev. Stat. §81-1118.05 gives Materiel Division statutory authority to establish a process for resolving complaints from vendors and state agencies. As such, Materiel Division's Rules and Regulations (N.A.C. Title 9) reflect that any vendor grievances related to an action or determination of the State Purchasing Bureau shall be expressed in writing to the Administrator of the Materiel Division of the Department of Administrative Services.

The SPB Vendor's Manual lays out the details of such procedure to further provide that any protest/grievance of an award of contract or any request for a meeting with the Director of Administrative Services shall be submitted in writing and received within ten (10) business days of the posting of the award or intent to award, and any subsequent appeal of the Materiel Division Administrator's decision or a simultaneous protest/grievance to the Director of Administrative Services and the Materiel Division Administrator shall also be submitted in writing and received within ten (10) days of either the posting of the award or intent to award, <u>or</u> the date of the decision of the Materiel Division Administrator, as applicable.

This SOP outlines the proper procedures for handling protests/grievances from vendors.

See SOP _____ for complaints of state agencies (Vendor Performance Report)

2. Procedure

A. Receipt of a Grievance/Protest

1. Protests/grievances must be received in writing (either by fax, mail, email or handwritten delivery). Parties inquiring how to submit a protest should be directed to the SPB website and instructed to click on "Vendor Information" to review the Protest/Grievance Procedures.

2. Any protest/grievance letter received should be date-stamped and directed to the Materiel Administrator's Assistant (Protest Person) for proper handling.

3. A timely protest/grievance shall be expressed in writing and received **within ten (10) business days** of the posting of the award (commodities) or intent to award (services); or in the case of an appeal, **within ten (10) business days** of the Materiel Administrator's decision letter. Protests should include a bid number for reference and lay out specific issues to be addressed.

B. Distribute the Protest: The Protest Person shall, upon receipt of a protest/appeal, confirm that it has been date-stamped, run five (5) copies and distribute as follows:

1. Materiel Division Administrator – copy
2. Procurement Manager – copy
3. Procurement Team Supervisor – copy
4. Buyer – original and copy
5. Protest Person – copy

C. Update the Protest Log with the new protest or appeal: Protest Person will update and maintain the Protest Log (*G:\Purchasing\Protest Responses\!Protest-Grievance Log.xlsx*).

D. Create protest file for the contract file: The Buyer shall create the appropriate file. See SOP 1, File Configuration & Maintenance for placement of protest within the pressboard classification folder.

If Protesting Vendor grieves to the Materiel Administrator continue with Step E;
If Protesting Vendor is appealing the decision of the Materiel Administrator, or is grieving simultaneously to the Director of AS and the Administrator, skip to Step J

E. Buyer shall forward protest letter to the Involved Agency:

1. Via email, Buyer will forward the protest letter to the involved agency, with a cc: to the Procurement Supervisor and Protest Person requesting a response to the issues presented within five (5) business days.

2. Upon receipt of the agency's response, Buyer shall forward such response to the Protest Person and Supervisor (if not already copied).

F. Draft Initial Response: The Protest Person will prepare an initial draft of a response, laying out each point of the protest with the response of the agency. Letters will be saved in the Protest Responses folder of the G: Drive (*G:\Purchasing\Protest Responses*) with the following naming convention:

RFP#/ITB# - Vendor Name – Response - Date
EXAMPLE: *1234OF ACME Response 11-05-13*

G. **Discussion Meeting:** The Protest Person will then schedule a meeting with the parties listed below to discuss the protest, for the Materiel Administrator to clarify any questions, and to either finalize the response or delegate any additional tasks. The attendees are:

1. Materiel Administrator
2. Procurement Manager
3. Procurement Team Supervisor
4. Lead Buyer
5. Protest Person

H. **Finalize Protest Response:** The Protest Person, based on the Discussion Meeting, will finalize the response and submit same to the Materiel Administrator for approval. Once approved, the final letter will be printed and signed by the Materiel Administrator.

I. **Copy, Scan and Mail:** (2) Copies of the response letter will be made by the Protest Person and a copy scanned for distribution as follows:

1. Protest Person – hard copy for Administrator's files
2. Buyer – hard copy for contract file
3. Director's Office – scanned copy sent to Coordinator
4. Agency Contact – scanned copy emailed to Agency Contact

Begin with Step J if Protesting Vendor sends a protest letter, in writing, either appealing the decision of the Materiel Administrator; or (2) grieving simultaneously to the Director of AS and the Materiel Administrator

J. **Buyer shall forward the appeal/protest letter to the Involved Agency:**

1. In the case of an appeal, the Buyer shall forward a copy of the letter to the involved agency for informational purposes only, with a cc: to the Procurement Supervisor and Protest Person.

2. In the case of a the vendor grieving simultaneously to the Director of AS and the Materiel Administrator, the Buyer shall forward a copy of the protest to the involved agency with a cc: to the Procurement Supervisor and the Protest Person, requesting a response to the issues presented within five (5) business days.

3. Upon receipt of the agency's response, Buyer shall forward such response to the Protest Person and Supervisor (if not already copied).

K. **Schedule Meeting with Director:** Protest Person shall coordinate a meeting to be held, within ten (10) business days, if possible, with the following parties:

1. Protesting Party
2. Director of Administrative Services
3. Materiel Administrator
4. General Counsel of AS
5. Protest Person (for purposes of taking meeting minutes)

L. **Draft Response:** A response and/or further investigation shall be prepared/conducted as instructed by the Director.

M. Finalize Protest Response: The final response shall be prepared for the Director's signature, with copies being reflected and distributed to:

1. Materiel Administrator – copy given to Protest Person for files
2. Buyer – copy for protest file
3. Agency Contact (can be sent via email)

3. References

State Purchasing Bureau, SOP 1, File Config & Maintenance
Nebraska State Statute §81-1118.05
State Purchasing Bureau, SOP ___, Vendor Performance Report

NEBRASKA Administrative Services Materiel Division	SOP Number & Name:	SOP 40, Licensing Agreements
	Revision Number:	Original
	Implementation Date:	
State Purchasing Bureau	Last Reviewed/Update Date:	December 2, 2013
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Licensing Agreements

1. Overview

Licensing Agreements are usually found with software packages and/or other commodities that allow an agency to use a proprietary program or series of programs; the Licensing Agreement is the vendor's specific set of Terms and Conditions of use. A Licensing Agreement may also be a Third Party agreement, such as when software is purchased from a vendor, but the license is held by the manufacturer of the software (example: Apple Licensing Agreement for software purchased through ABC Vendor).

Licensing Agreements are typically treated as belonging to a commodity purchase, whether for IT goods or other types of goods, such as DNA test kits or other specialized projects or contracts.

It is SPB's responsibility to ensure the Licensing Agreement is not in conflict with State Statute or with SPB's standard terms and conditions. Licensing agreements may be found within all procurement activity levels and may be included with both informal (under $25,000) and formal ($25,000 or over) procurements.

Because some of the procurements with associated Licensing Agreements are proprietary in nature, Sole Source reviews may first be necessary.

The typical difficulty in working through a Licensing Agreement stems from possible conflict between the vendor's terms and conditions in relation to Nebraska statute and/or SPB terms and conditions. It is prudent to involve AS Legal up front when presented with a Licensing Agreement.

Whenever the Licensing Agreement is received (whether up front, prior to SPB processing or upon receipt of the agreement) the terms are reviewed for to ensure that no possible areas of conflict exist between the vendor's terms and the SPB terms.

Checklist(s) required for the Licensing Agreement process are to be attached within the classification folder. Items on the checklist will be marked off, dated, and initialed as tasks are completed. The required checklist(s) include:

- Licensing Agreement

2. Procedure

I. Commodity Identification process proceeds as outlined in previous SOP's. At the time that either the SPB Supervisor or the Buyer determine that a Licensing Agreement may be part of the procurement activity, the following steps begin, based on the procurement method:

II. Licensing Agreement, Informal Procurement (Under $25,000, Non-Contract)

A. Buyer, SPB Supervisor and AS Legal review the Licensing Agreement to ensure that the vendor's terms do not conflict with SPB Standard Terms and Conditions and/or state statute. AS Legal .

B. Buyer may need to ask vendor for an electronic or Word copy of the document for redline review

C. Upon approval by AS Legal, AS Legal signs the Milestone

III. Licensing Agreement, Sole Source and/or Return Mail Procurement

A. Prior to creation of the return mail ITB (if the Licensing Agreement has been attached to the requisition up front) Buyer, SPB Supervisor and AS Legal review the Licensing Agreement to ensure that the vendor's terms do not conflict with SPB Standard Terms and Conditions and/or state statute.

B. If the Licensing Agreement is attached by vendor with the Return Mail ITB, the review process begins upon receipt.

C. Buyer may need to ask vendor for an electronic or Word copy of the document for redline review

D. Upon approval by AS Legal, AS Legal signs the Milestone

IV. Licensing Agreement, Formal Procurement

A. If Licensing Agreement is received with ITB response, the Buyer includes the Licensing Agreement with the copies of the ITB documents reviewed by the agency.

B. Upon agency recommendation to proceed with award, if the awarded vendor's bid response included a Licensing Agreement, Buyer works with AS Legal to ensure that the vendor's terms are not in conflict with SPB standard terms and conditions as above.

C. Buyer may need to ask vendor for an electronic or Word copy of the document for redline review

D. Upon approval by AS Legal, AS Legal signs the Milestone

	SOP Number & Name:	SOP 41, Purchase Orders and Change Orders (Commodity)
NEBRASKA Administrative Services Materiel Division	Revision Number:	Original
	Implementation Date:	February 11, 2014
State Purchasing Bureau	Last Reviewed/Update Date:	
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Purchase Orders and Change Orders

1. Overview

PURCHASE ORDER

A Purchase Order is a document used to order goods or services on a one-time basis from a vendor. It is typically the culmination of a successful Invitation to Bid. A Purchase Order is issued from the ITB award with a firm, fixed price for a set quantity, typically with a single delivery date.

(**R**ecap: The Invitation to Bid process is used for the formal procurement of commodities, whether as a one-time purchase or to establish a commodity contract. The ITB process is also used with Sole Source purchases greater than $25,000; this is known as a Return Mail ITB, because it is not formally posted to the SPB website.)

In the event of Exception Items (those categories described within the SPB's annual Direct Purchase Authority Memo – see SPB website – for goods which must be processed through SPB regardless of dollar value), SPB may also issue the Purchase Order directly rather than granting Direct Purchase Authority (see SOP 6, Direct Purchase Authority). (An example of this would be for guns or weapons.)

A Purchase Order functions as a stand-alone document with the force of a contract. The differences between a commodity contract and a purchase order are summarized below:

SPB CONTRACT	SPB PURCHASE ORDER
Established for items used in volume by state agencies	Created for a set, one-time amount of product OR for several multiple deliveries with a finite end date
Awarded for established periods of time; typically has renewal options	Completed when the product(s) is delivered
Used by agencies on an as-needed basis	Issued for one specific order
Agency end users create purchase orders from contracts as needed	SPB issues purchase order on behalf of agency for specific, one-time need

Recap: ITB's for goods that attract less than three (3) competitive bids and over $25,000 will be finalized using an Award of Bid Process (see SOP 14, Award of Bid). The Award of Bid process must be completed prior to Purchase Order generation.

If an agency request is described as being for a “Sole Source” or “Restricted” commodity, agency justification must be provided and reviewed prior to release of a bid. See related SOP’s: SOP 15, Invitation to Bid (ITB) Process, Restrictive and SOP 16, Invitation to Bid (ITB) Process, Sole Source.

The complete Invitation to Bid package consists of the Invitation to Bid form, Standard Terms and Conditions, any additional Terms and Conditions, Schedule of Events, the specifications for the item(s) being procured, and any addenda that relate to the offering, i.e., Questions and Answers.

Leasing a commodity is treated as a commodity and therefore employs the ITB process.

Unless otherwise noted within the specifications for a specific ITB, all pricing will be required Free on Board (FOB Destination) - freight prepaid by the vendor to the place of delivery, with title passing to the end user upon delivery of the items.

CHANGE ORDERS

What happens if a purchase order needs to be amended (just as a contract may require an amendment)? In that case, a corrected version of the original purchase order called a “Change Order” is issued. A Change Order corrects or amends and replaces the original purchase order. If a Purchase Order must be cancelled, a Change Order is done. The Change Order is an addition to the Purchase Order package of documentation. All documentation related to the Purchase Order and Change Order is kept and not discarded.

GENERAL

Checklists are required for the issuance of a Purchase Order, and are to be attached within the classification folder for the requisition. Items on the checklist will be marked off, dated, and initialed as tasks are completed.

The required checklists for the Purchase Order process include:

- Purchase Order
- Purchase Order Change Order (if necessary)

NOTE: A completed Purchase Order is filed without its classification folder, but all documents associated with the Purchase Order process, beginning with the requisition, are attached beneath the Purchase Order.

2. Procedure

I. Purchase Order (One-Time Purchase)

A. The ITB process or review of GSA-Like Pricing or Informal Bid(s) is completed prior to the issuance of the SPB purchase order.
   1. ITB process is completed when:
      a. A formal ITB has been successfully bid and the agency award recommendation has been received and reviewed by the Buyer, OR
      b. If fewer than three (3) bids have been received, the Buyer has completed the Award of Bid process and received the fully executed (i.e., signed by all parties) AOB form, OR
      c. A Sole Source or Return Mail ITB with original signature has been received by SPB Buyer
   2. GSA-Like Pricing request has been reviewed and pricing verified.
   3. An Informal Bid (under $25, 000) has been reviewed and it is determined that SPB should generate the Purchase Order. (Such as in the case of weapons or other exception items, most typically furniture.)

B. Buyer prepares Buyer Instructional Form (Pink Sheet) which documents the Buyer instructions to the Staff Assistant (See SOP 6, Buyer Instruction Form (Pink Sheet)
   1. Absolutely no writing on original documents (such as the signed bidder's ITB)
   2. Buyer may make a copy of desired documents and mark as needed
   3. If drafts are used to provide instructions, the drafts must be notated in the "Additional Comments" section
   4. Buyer structures purchase order deliverables to mirror commodities/goods identified within the ITB, as appropriate and as awarded.

II. Buyer prints and files all correspondence in the gray-green requisition folder according to SOP 1, File Configuration & Maintenance

III. Buyer will provide requisition classification folder to the Staff Assistant, with the Pink Sheet filed within Working Documents tab (this step is an event recorded on the Timeline)
   A. All documents are to be secured within the classification folder, unless the document is to be posted; NO LOOSE DOCUMENTS

IV. If applicable, Staff Assistant will finalize Bid Tabulation (not applicable with GSA-Like Pricing, Informal Bids or Return Mail ITB's)
   A. Awarded Bid Tab is to be filed within the classification folder, per SOP 1, File Configuration & Maintenance.
   B. A copy of the Awarded Bid Tab should be rubberbanded on top of the classification folder so that the Staff Assistant who generates the Purchase Order will also post the Awarded Bid Tabulation to the SPB website.

V. Staff Assistant generates and revises Purchase Order within PFC as instructed by the Buyer Instructional Form (Pink Sheet)

VI. Staff Assistant prints Purchase Order single sided and proofs for accuracy, typographical error and completeness
   A. Purchase Order Header states "Purchase Order"
   B. Supplier Address Book Number
   C. Header Dates
   D. Commodity Description

E. Supplier Contact Information
F. Purchase Order Detail Lines
   1. All Awarded lines from the ITB or Requisition appear on purchase order, unless otherwise noted (example: if a line is not being awarded)
   2. Item line descriptions
   3. Quantity on each line
   4. Unit of Measure on each line
   5. Unit Price on each line

G. Bid Tabulation
   1. Correct supplier or suppliers is highlighted on the bid tabulation for Award(s)/Partial Award
   2. Correct highlight color for Award is blue accent , 80%
   3. All applicable lines highlighted on Bid Tabulation
   4. Explanations listed, as applicable

VII. Staff Assistant rubberbands Purchase Order to the top of the classification folder, in the following order
   A. Purchase Order
   B. "Proprietary & Copyrighted Statement," if applicable
   C. Awarded Bid Tabulation

VIII. Staff Assistant will give classification folder to another Staff Assistant to proof for accuracy, typographical errors and completeness (this is an event recorded on the Timeline form) – see Section VI above for items to be reviewed and proofed.

IX. Staff Assistant who generated Purchase Order will make necessary corrections and then submits Purchase Order and classification folder to Buyer

X. Buyer reviews and proofs Purchase Order documents for accuracy, typographical error and completeness (this is an event recorded on the Timeline form)
   A. Purchase Order states "Purchase Order"
   B. Supplier Address Book Number
   C. Header Dates
   D. Commodity Description
   E. Supplier Contact Information
   F. Purchase Order Detail Lines
      1. All Awarded lines appear on Purchase Order unless otherwise noted (example: if a line is not being awarded)
      2. Verify line descriptions
      3. Quantity on each line
      4. Unit of Measure on each line
      5. Unit Price on each line

   G. Bid Tab, if applicable
      1. Correct supplier or suppliers is highlighted on the bid tabulation for Award(s)/Partial Award
      2. Correct highlight color for Award is blue accent , 80%
      3. All applicable lines highlighted on Bid Tabulation
      4. Explanations listed, as applicable

      If any corrections are needed, Buyer will return documents to the Staff Assistant for correction.

XI. Buyer signs and dates the first page of the Purchase Order and initials any purchase order pages following the first page

XII. Buyer submits the Purchase Order on top of the Requisition classification folder to the SPB Supervisor for review (this is an event recorded on the Timeline form)

XIII. SPB Supervisor reviews the purchase order documents and file(s) for accuracy, typographical errors and completeness of all necessary documentation
   A. If the SPB Supervisor finds errors or has questions, the SPB Supervisor returns the file to the Buyer
   B. SPB Supervisor initials and dates the first page of the purchase order and submits the classification folder to the SPB Procurement Manager

XIV. SPB Procurement Manager reviews purchase order documents and file(s) for accuracy, typographical errors and completeness of all necessary documentation
   A. If the SPB Procurement Manager finds errors or has questions, the SPB Procurement Manager returns the classification folder to the SPB Supervisor
   B. SPB Procurement Manager initials and dates the first page of the contract and places the classification folder on the signing table for the Materiel Administrator to review and sign, if the Purchase Order is $25,000 or above.
   C. SPB Procurement Manager will always initial the Purchase Order if the items being purchased are weapons, regardless of dollar value.

XV. Materiel Administrator reviews documents and file(s) for accuracy, typographical errors and completeness of all necessary documentation
   A. If the Material Administrator finds errors or has questions, the Materiel Administrator returns the classification folder to the SPB Procurement Manager
   B. Materiel Administrator signs and dates the first page of the Purchase Order and places the file on the completed area of the signing table.

XVI. Staff gathers signed documents(s) throughout the day and dispurses to the appropriate Buyer, who ensures that all documents to be posted are inclusive and in correct order and then returns classification folder/file to Staff Assistant.

XVII. Staff Assistant completes signed Document process
Signed Purchase Order documents must be emailed and related bid tabulations posted within 24 hours of the Materiel Administrator signing the purchase order award

Note: Staff Assistant will need to refer to the Buyer's Instructional Form (Pink Sheet) for posting instructions if a bid tabulation is to be posted. In addition, the Buyer's Instructional Form (Pink Sheet) must be initialed and dated by the Staff Assistant as tasks in this section are completed.

   A. Staff Assistant makes two (2) copies of the signed Purchase Order and all other designated pages (such as Licensing Agreement, amended Terms and Conditions, etc.), not including the Awarded Bid Tabulation, rubberbanded to the front of the classification folder
      1. Copies are printed double-sided
      2. One copy of the Purchase Order and designated documents is printed on Blue paper and placed on top of the original Purchase Order with all documents from classification folder.
         a. Documents within the classification folder are pulled out of the folder in order by surface.
      3. The Blue copy of the Purchase Order is filed numerically with all supporting documentation from the classification folder.

4. The White copy of the Purchase Order is filed alphabetically by vendor name without any supporting documentation.
5. Classification Folder is recycled for future use

B. Staff Assistant ensures that Purchase Order and all other designated pages are sent to the vendor to place the order. It is imperative that the Staff Assistant verify receipt of the purchase order with the vendor.
Purchase orders may be either emailed or faxed; do not mail.
1. If emailed, Staff Assistant must request a receipt confirmation from the vendor, which is retained with the documents to be filed
2. If faxed, the fax confirmation sheet is not enough to confirm receipt with vendor; Staff Assistant is to call the vendor to ensure receipt. Note on Pink Sheet.
3. Staff Assistant initials and dates Pink Sheet to show that Purchase Order has been placed with the vendor.

C. Purchase Order packages (White and Blue copies) are filed in Purchase Order and Vendor file.

XVIII. Change Order, Including Cancellation of Purchase Order

A. In rare instances, a purchase order issued by SPB must be amended or corrected to reflect updated or additional information, or to correct errors. This is called a "Change Order."

B. Buyer pulls the filed Blue copy of the purchase order (with all attached documentation) and prepares a new Pink Sheet (Buyer's Instructional Form) to be submitted to the Staff Assistant.

C. A Change Order should always have some type of documentation that explains the necessity for the change – either an email from the agency requesting the change, or if to correct an SPB error, this should always be noted on the new Pink Sheet (Buyer's Instructional Form) and placed on top of the initial file documentation.

D. See steps V to XVII – the process is the same as the initial Purchase Order with the only exception being that the Change Order states "Change Order" instead of "Purchase Order."

E. If a Purchase Order needs to be cancelled, a Change Order is prepared as in Steps A-D.

3. References

State Purchasing Bureau, SOP 1, File Configuration & Maintenance
State Purchasing Bureau, SOP 5, Buyer's Instructional Form (Purple Sheet)
State Purchasing Bureau, SOP 8, Bid Opening
State Purchasing Bureau, SOP 14, ITB Process, Restrictive
State Purchasing Bureau, SOP 15, ITB Process, Sole Source
State Purchasing Bureau, SOP 16, ITB Process, Return Mail
State Purchasing Bureau, SOP 18, Bid Tabulation, Proofing, Award Explanation
Nebraska State Statute 81-161.01

	SOP Number & Name:	SOP 42, Request for Proposal (RFP), Agency Processed
	Revision Number:	Original
NEBRASKA AdministrativeServices Materiel Division	Implementation Date:	5/13/14
State Purchasing Bureau	Last Reviewed/Update Date:	
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Request for Proposal (RFP), Agency Processed

1. Overview

Neb. Rev. Stat. §73-501 to §73-510 allows state agencies authority to process service contracts at their own agency levels up to $49,999.99 total dollar value, including all renewal terms. (A state agency may always request that State Purchasing Bureau (SPB) handle the bidding of an agency RFP at any dollar level.)

At the $50,000 level and above (including all possible renewal periods), state agencies may still bid and process service contracts at the agency level, but must use SPB boilerplate template and Materiel processes per statute. At that dollar level or above, SPB must post the agency RFP (and any associated addenda) on the SPB website for maximum exposure and solicitation of competitive bids.

If a state agency chooses to process an RFP under their own authority, they are responsible for:

- Preparation of all documents, including but not limited to RFP boilerplate technical specifications, Schedule of Events, cost sheet(s), evaluation criteria and RFP scoring documents;
- Giving SPB a minimum of ten (10) business days notice to conduct the pre-reivew process of the RFP;
- Providing the final RFP document for SPB posting to website;
  NOTE: Processing time frame for posting is: SPB receives item(s) before noon and will post the same day; item(s) received after noon will post the following business day.
- Public notice of the RFP is handled by the agency submitting final RFP document(s) to SPB for posting on SPB website;
- Vendor Solicitation letters to be sent;
- Advertisement of the RFP within newspaper(s);
- Preparing all addenda and related RFP activities, including but not limited to Questions and Answers, BAFO, and/or Oral Interviews and submitting to SPB for posting on website (see posting schedule above);
- Handling all requirements of the evaluation process;
- Completion of all pre-contract award requirements (including but not limited to insurance requirement verification, Secretary of State registration, performance bond, agency submission to SPB for review of any changes to terms and conditions from the original RFP, etc.).

RFP boilerplates (the template form including terms and conditions, schedule of events, and description of service requirements), including Agency Processed boilerplates are available for download at the SPB website.

All agencies are encouraged to contact a SPB Supervisor or the State Procurement Manager for help with questions including, but not limited to:

- Requisition Entry in Payroll & Financial Center
- Project Description and Scope of Work (Section IV of RFP boilerplate)
- Tentative Schedule of Events
- Evaluation Criteria, including the Individual Evaluator Scoring Worksheets
- Completing forms for addenda, cost proposals, BAFO, oral interviews, and/or Evaluation Committee duties and responsibilties
- Billing code for SPB copies

During pre-review by SPB, standard language for RFP Terms and Conditions must not be altered without an agency's own legal review of proposed new language or deletion of standard clauses. AS Legal will then need to review and approve any such changes. If an agency questions this, it is Materiel's position that the developed common language provides the maximum level of protection for the State of Nebraska.

*NOTE: If an agency plans to award a contract to a vendor whose RFP proposal response contains changes to the proposed contract that differ from the bid document, those changes must be submitted back to SPB for AS Legal review prior to the agency entering into a contract.

Per Neb. Rev. Stat §73-510, an RFP with a total value of $15 million or greater requires a Proof of Need analysis, prepared by the agency and reviewed by SPB, prior to processing the contract award. This applies to both SPB and agency processed RFP's.

An Agency Processed RFP does not have an internal SPB classification folder. There are two checklists used within this process. One is the internal SPB buyer checklist Agency Processed RFP Pre-Review SOP Checklist and the second checklist is attached to the O3 requisition providing documentation to the agency of SPB's review and recommendations Agency Processed RFP Pre-Review Checklist. Both checklists may be found at G:\Purchasing\SOP, Checklist, & Forms Final.

2. Procedure

I. RFP - Agency Processed

SPB requires ten (10) business days to review an Agency Processed RFP, prior to receiving the final, reviewed Agency Processed RFP for posting on the SPB website.

A. SPB Supervisor reviews requisition (O3 type requisition) and documentation from Agency. Documents attached to the requisition should include:
   1. RFP Draft
   2. Cost Sheet(s)
   3. OCIO approval (if IT related)
   4. Evaluation Criteria, including Evaluator Scoring Worksheets

   Upon agency approval of the requisition, the requisition routes electronically to SPB, with the above documentation attached. The SPB Supervisor is not to move forward until all documents have been submitted through the Payroll & Financial Center (PFC).

   If any required attachments are missing, SPB Supervisor will ask the agency to submit in PFC so that review process may begin.

B. SPB Supervisor(s) assigns to SPB Buyer to review the Agency-Processed RFP
   SPB Supervisors work together to ensure good communication between each other, SPB teams and agency contacts.

C. Buyer contacts agency to let them know they have been assigned the RFP and to request the agency's six (6) digit billing code and business unit.
D. Buyer obtains copy code from Copier ID Worksheet
E. SPB Supervisor and Buyer(s) shall create a folder within their Outlook E-Mail
   1. E-mail correspondence received regarding this RFP shall be placed in this folder
      i. All e-mail correspondence needs to be printed and filed at time of receipt
      ii. The Agency Processed RFP Pre-Review Checklist and the Agency Processed RFP Pre-Review **SOP** Checklist and and all associated documentation will be given to State Procurement Manager's Administrative Assistant upon completion of review so that she/he may scan, attach and file both electronically and hard copy.

F. If IT related, Buyer ensures OCIO has approved. If OCIO has not approved, Buyer contacts agency and requests documentation that OCIO has approved.
G. Buyer reviews Agency-Processed RFP with "Track Changes" enabled. The following are standard items to be reviewed on the boilerplate:
   1. Correct Boilerplate used
   2. Request for Proposal for Contractual Services Form
   3. Purchasing SOP no longer provides for copies. Original documents only.
      i. Dates Match Schedule of Events
      ii. Any Exceptions added or removed

   4. Table of Contents - Included/Complete/Updated

   5. Glossary of Terms - Included/Complete
      i. Insert additional glossary items

   6. Section I Scope of the Request for Proposal
      i. Contract Period is provided including renewals
      ii. Schedule of Events is complete

   7. Section II Procurement Procedures
      i. Buyer Name is correct
      ii. Service Description is consistent througout document.
      iii. Question and Answer; Is Buyer name, description and email address correct?
      iv. Pre-Proposal Conference; Optional or Mandatory. If Mandatory, must use Mandatory Pre-Proposal Registration Sheet.
      v. Submission of Proposal; Has agency made their selection?
      vi. Evaluation of Proposals
      vii. Mandatory Requirements; Are they consistent throughout RFP in Section II. and V.

   8. Section III Terms and Conditions
      i. Insurance
      ii. Penalty (optional) - Buyer to advise agency of SPB recommendations for use, based on whether it is appropriate for the service sought and may have to explain reasoning to agency
      iii. Retainage (optional) - Buyer to advise agency of SPB recommendations for use, based on whether it is appropriate for the service sought and may have to explain reasoning to agency

iv. Bid Bond (optional) - Buyer to advise agency of SPB recommendations for use, based on whether it is appropriate for the service sought and may have to explain reasoning to agency
v. Performance Bond (optional) - Buyer to advise agency of SPB recommendations for use, based on whether it is appropriate for the service sought and may have to explain reasoning to agency
vi. Prohibition Against Advanced Payment, unless otherwise identified in the RFP
vii. Invoice Requirements
viii. Any Exceptions added or removed

9. Section IV Project Description and Scope of Work (depending upon complexity of project, the RFP may not include all of the sections below, but SPB should advise agency that the format has been established based on best practices)
   i. Project Overview
   ii. Project Environment
   iii. Project Requirements
   iv. Scope of Work
   v. Technical Requirements
   vi. Project Planning and Management
   vii. Evaluate Current Project Environment
   viii. Proposed Resolution
   ix. Perform Implementation
   x. Provide Post Implementation Support
   xi. Deliverables
      a. Cost Sheet

NOTE: The SPB Buyer is reviewing the RFP as written by the agency for clarity and coherence and will give the agency the benefit of SPB advice. However, it is within the agency's discretion whether to accept SPB recommendations, unless Standard Terms and Conditions are involved and/or if any of the agency's edits to the boilerplate are in conflict with State Purchasing Procedures or state statutes, those items must be resolved in accordance with State Purchasing Procedures and state statute prior to posting.

10. Section V Proposal Instructions
    i. Relationship with State
    ii. Contract Performance
    iii. Technical Approach
    iv. Payment Schedule
    v. Any Exceptions added or removed

11. Forms
    i. Form A Bidder Contact Sheet - Included
    ii. Form B Notification of Intent to Attend Pre-Proposal Conference (optional)
    iii. Form C Notification of Intent to Bid (optional)
    iv. Other Forms, as required (i.e. cost sheet(s) or other attachments)
       a. May be attached within RFP or as a separate document
       b. Cost Sheet(s) is typically within a table and cells must be locked so suppliers can only type in the necessary fields
       c. Cost Sheets should mirror the deliverables requested within the RFP – this is a strong recommendation by SPB
       d. Any other agency-specific forms are included and attached

12. Evaluation Criteria and Evaluator Scoring Worksheets
    i. Evaluation Criteria points match Scoring Worksheets.

ii. Evaluation Scoring Worksheets align with the RFP.

13. Buyer reviews findings with the agency (over the phone or in person). It is the agency's responsibility and duty to consider SPB suggestions and recommendations. However, if any of the agency's edits to the boilerplate are in conflict with State Purchsing Procedures or state statutes, those items must be resolved in accordance with State Purchasing Procedures and state statute prior to posting.

14. Notices to an Agency on additional procurement steps
    i. List of Vendors from Agency (Optional, Not Required)
        a. Agency provides a list of suggested vendors to SPB.
    ii. Agency Identifies Their Selection for Public Notice(s)
        a. e.g. Lincoln Journal Star and/or Omaha World Herald, to include date(s), and frequency of advertising.
        b. Agency is responsible for submitting notices to appropriate papers.
    iii. Mailing
        a. RFP solicitation letter(s) are prepared and distributed by the agency
    iv. Posted on Internet
        a. Agency submits RFP to SPB for posting (mandatory at $50,000 and above). Agency provides SPB a minimum of four (4) hours advance notice for posting to SPB. Processing time frame for posting is: SPB receives item(s) before noon and will post the same day; item(s) received after noon will post the following business day.
    v. Pre-Proposal Conference and/or Site Survey Sign-In Sheet
        a. Agency will be responsible for the pre-proposal conference and shall provide SPB a copy of sign-in sheet and question and answer form for posting.
    vi. Response to Vendor Questions
        a. Agency formats written questions. Agency prepares the responses to questions and submits them to SPB for posting to website. (Posting all addenda; agency provides, SPB posts)
    vii. Proposal Review Process
        a. Agency reviews proposals for mandatory requirements and proprietary information. (Agency is responsible for removal, storage and maintenance of Proprietary Information).
    viii. List of Responding Bidders
        a. Prepared by agency and submitted to SPB for posting to website
    ix. Recommendation of Award and Final Scoring Document
        a. Letter of Intent and Final Scoring Document are provided by the agency to SPB for posting to SPB website.
    x. Certificate of Insurance, Secretary of State Registration, Performance Bond
        a. Agency is responsible for obtaining COI document, Secretary of State Registration, and Performance Bond, if required.
    xi. Vendor Contract Award
        a. Agency ensures no conflicting language between RFP and bidder's response. If any conflict exists between the RFP response terms and the bidder's response, the agency is responsible for routing terms in conflict back to State Purchasing Bureau for review and possible approval prior to entering into a contract.
    xii. Final Notice to Agency on Responsibilities of RFP Process
        a. The agency will handle any questions regarding the RFP process, protests, and public information requests, including any requests to view the file. All further communications regarding the awarded contract are handled between the contractor and the agency.
        b. Buyer advises agency that RFP documents and any/all future addenda to be posted should be received at SPB on or before noon of the day agency is

requesting posting. Due to the process involved with posting to SPB website and SPB schedules for SPB-processed RFP posting, documents received after noon may not be able to be posted until the following day.

15. SPB Buyer's Steps After Completion of Pre-Review
    i. Buyer completes and signs Agency Processed RFP Pre-Review Checklist
    ii. Buyer communicates with Supervisor that they have attached the Agency Processed RFP Pre-Review Checklist to the O3 Requisition in PFC and that the requisition is ready for Supervisor's approval
    iii. The Agency Processed RFP Pre-Review Checklist and the Agency Processed RFP Pre-Review SOP Checklist and and all associated documentation will be given to State Procurement Manager's Administrative Assistant upon completion of review so that she/he may scan, attach and file both electronically and hard copy.

16. SPB Supervisor sends email to agency contact after approval of 03 requisition within PFC

17. Agency submits final version of Agency-Processed RFP to SPB for posting.
    NOTE: Processing time frame for posting is: SPB receives item(s) before noon and will post the same day; item(s) received after noon will post the following business day.

    i. When the Staff Assistant posts the Agency-Processed documents, they shall send a link to the agency contact and the SPB Supervisor as notification that posting is complete.

18. Agency will submit all associated addenda to SPB via the as.materielpurchasing@nebraska.gov using the same time/notification schedule.

NEBRASKA Administrative Services Materiel Division	SOP Number & Name:	SOP 52, Quality Assurance
	Revision Number:	Original
	Implementation Date:	12/11/2012
State Purchasing Bureau	Last Reviewed/Update Date:	12/10/2012
SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Quality Assurance

NOTE: *"Advisor" means "State Procurement Supervisor" within all SOP's. (7.5.2013)*

1. Overview

Quality Assurance is used to provide consistency and accurate documentation within procurement processes. These processes include:

- Invitations to Bid (ITB's)
- Requests for Proposals (RFP's)
- Purchase/Change Orders
- Commodity Contracts
- Service Contracts

Quality Assurance is maintained by utilizing

- Standardized Filing Structure
- Standard Operating Procedures
- Checklists
- Milestone Reviews
- Peer Reviews

2. Procedure

I. Standardized Filing Structure
Standardized filing structure for all procurement documents to ensure all documentation is accounted for. Refer to SOP 1, File Configuration & Maintenance

II. Standard Operating Procedures (SOP's)
SOP's provide instruction to staff to ensure all processes are completed and accurate documentation of processes used is within the files.

III. Checklists
Buyer will be responsible for completing a checklist of activities throughout the procurement process by initialing and dating each activity as it has been completed. **Every procurement process has a checklist.** The checklists are intended to ensure activities are completed and to provide consistency in processing throughout the procurement process among the procurement staff as well as ensure documentation within the files are updated. Each checklist will remain with each procurement file.

A. Buyer completes Checklist according to SOP for specific procurement activity
   1. Buyer initials and dates when activities are completed

B. Exception to SOP
   1. Buyer is responsible for identifying any Exception(s)
      i. Documentation will be placed in the "Exception/Comments" area of the checklist
      ii. Example: if a participating addendum is being sought in order to participate in a Western States Contracting Alliance (WSCA) contract, and the pricing is maintained by the lead WSCA State

   2. Buyer obtains written approval **PRIOR** to proceeding with procurement process
      i. Buyer meets with Advisor
         a. Buyer will initial next to written exception
         b. Advisor will initial exception

      ii. Advisor meets with State Procurement Manager and/or Materiel Division Administrator
         a. State Procurement Manager and/or Materiel Division Administrator will initial next to exception

C. Buyer and Advisor completes Milestone Review
   1. Milestone Review must be completed prior to Buyer proceeding with procurement process

IV. Milestone Reviews

Milestone Reviews are conducted by Advisor(s) or designee, with the Buyer, to ensure procurement activities are being completed unless otherwise identified, provide consistency throughout the procurement process, and to address any documentation issues that may be identified throughout the process. Every checklist has a Milestone Review.

A. Buyer will be responsible to speaking with their Advisor on how they Advisor will handle Milestone Reviews

B. Advisor will utilize an Advisor Protocol checklist
   1. Ensures that all questions have been answered and all documentation obtained
   2. Advisor initials and dates checklist when task is complete
   3. Advisor initials when file is returned for further work
      i. Buyer **cannot** proceed until Milestone is reached

   4. Advisor initials and dates when Milestone is met

C. Milestone Review on Checklist (See Figure 1)
   1. By
      i. Advisor completing Milestone writes name

   2. Date Submitted
      i. Advisor writes date Buyer submitted checklist

   3. Comments
      i. Examples of comments: Why not requiring Performance Bond and if Agnecy has considered risk? If no Pre-Proposal Conference, has Agnecy considered two Q& A periods?

   4. Advisor initials and dates when Milestone is met

MILESTONE REVIEW

By: ____________________ Date Submitted: ____________________

Comments:

Buyer has completed checklist, addressed comments and may proceed.

Date Completed

Figure 1

V. Peer Reviews

Peer Reviews are conducted by State Procurement Manager and/or Materiel Division Administrator or designee to ensure activities are being completed, provide consistency throughout the procurement process, and to address any documentation issues and/or address any concerns raised during the review process.

After initial contract award, amendment, or renewal/extension is signed, posted, and distributed:

A. Staff Assistant will put contract file on shelf in Work Center

B. Procurement Manager or designee will complete Peer Review

C. If documents are in order, Procurement Manager of designee will return file to Staff Assistant for filing purposes.

D. If documents are not in order or there are concerns:
   1. Procurement Manager or designee will clear all concerns with Buyer/Advisor
   2. After all concerns have been cleared, file will be returned to Staff Assistant for filing purposes

NEBRASKA Administrative Services Materiel Division	SOP Number & Name:	SOP 53, Contract Management, Including Reporting and Rebates/Administrative Fees
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SOP Owner: Administrative Assistant to Procurement Manager	Approval:	

Standard Operating Procedure, Contract Management, Including Reporting and Rebates/Administrative Fees

NOTE: *"Advisor" means "State Procurement Supervisor" within all SOP's. (7.5.2013)*

1. Overview

State Purchasing Bureau (SPB) has an oversight duty throughout the contract term for every SPB-awarded contract, whether for services or goods/commodities. As the 2008 NASPO State and Local Procurement Guide states, "Contract management is often a neglected part of the procurement process. Once a contract is in place, a busy procurement officer may believe that "no news is good news."

Contract management is critical to ensuring that terms and conditons are being followed; that all necessary vendor-supplied reporting is being collected; that performance bonds and certificates of insurance remain in coverage during the contract period(s); and that any rebates/administrative fees are being captured and verified as scheduled.

Contract Management must also ensure that the contract cycle for renewals or rebids (when the contract has depleted all existing renewal periods) is addressed in a proactive manner and that communication with vendors and agency stakeholders is likewise proactive and forward-thinking.

Buyers, Advisors, Staff Assistants and Administrative Assistants each have roles to play in successful contract management.

2. Procedure

I. Contract Vendor Reports, Mandatory and Optional

A. Buyer presents contract for signature with classification folder to Advisor
  1. If contract terms have a reporting schedule, either optional or mandatory OR has rebates/administrative fees, this is noted and briefly explained in the appropriate location within the Contract Summary form:
     i. Reporting Schedule and/or Rebate/Administrative Fees
        a. Buyer circles "Yes" or "No" as per the contract terms
        b. If "Yes," Buyer briefly describes the reporting schedule and/or rebate/fee structure

     ii. Advisor reviews and ensures that, in addition to all other review elements, the Buyer has updated the Contract Reporting spreadsheet

  2. Buyer completes spreadsheet located at G:\Purchasing\Contract Reporting
     i. Contract Number
     ii. Description
     iii. Frequency
     iv. Mandatory/Optional
     v. Date Due
     vi. Admin Fees
     vii. Rebates
     viii. % Amt, if applicable

  3. Administrative Assistant monitors by Date Due and notifies Buyer/Advisor on a monthly basis

II. Rebates/Administrative Fee Reporting Frequency and Collection Status

A. Buyer has completed Contract Summary form, which is attached within the appropriate contract file
  1. Buyer has circled "Yes" or "No," as appropriate if Contract has rebates and/or administrative fees built into the terms and conditions
  2. Buyer has described within the Contract Summary form and noted the frequency.
  3. Buyer is responsible for tracking the provision of scheduled rebates and/or administrative fees.

B. Buyer may need to discuss with Advisor and/or State Procurement Manager how to work with Accounting and how to provide overview of the rebate and/or administrative fee to verify that proper amounts are being returned to the state.
  1. There are reports that come with Rebates. Buyer needs to verify reports and rebates for accuracy.

C. Advisor provides overview

III. Performance Bonds
See SOP 9, Bonds

IV. Certificates of Insurance
See SOP 10, Certificate of Insurance

V. Vendor Performance Reports

A. The Vendor Performance Report form is required on a quarterly basis from agencies for all contracts valued at $500,000 and over.

1. Quarterly means at three month intervals after the initiation of the contract
2. Advisor is responsible for tracking and sending notice to the APC/agency contact(s)

VI. Resolution of Performance Issues

1. Vendor performance issues, whether brought to SPB attention by a Vendor Performance Report or by internal SPB review are to be addressed and not allowed to languish

2. No problem is ever made better by ignoring it
3. Buyer works with Advisor to discuss the best method of addressing and correcting vendor performance issues
4. If Buyer must seek advice of General Counsel, Buyer is to follow appropriate method of contacting. See SOP 49, Working With General Counsel

VII. Contract Cycle Management: Renewals and Rebids

A. Buyer reviews Buyer Report Excel spreadsheet (G:\Purchasing\Buyer Report) on a monthly basis.

1. Contracts assigned to Buyers are sorted by Buyer and expiration date.
2. Buyer is reviewing expiration dates 90-120 days in advance.
   i. 90 Days out for straightforward commodity contracts
   ii. 120 Days out for service contracts

B. Checking contract to see if renewal options remain

i. If renewal options remain:
ii. Seeks approval from Advisor to begin renewal process – Using Contract Summary Form

C. When Advisor approval is given, gives APC/Agency contact 80-110 notice by requesting Agency agreement to renewal. See SOP 32, Contract Renewals/Extensions.

D. If no renewal options remain within the contract:

1. Notifies Advisor that no renewal options remain and advises APC/Agency 80-110 notice that no renewal options remain and that a new ITB or RFP is necessary to start process for getting a new contract in place
2. Files Notification email within contract classification folder