

Invitation to Bid (ITB) Submission Requirements

Agency ITB Contact		
Name:	Email:	Phone:
	<p>Requisition Agency enters appropriate Requisition in PFC for agency approvals before routing to SPB for review, approval, and posting. All applicable items listed below should be attached to the Requisition in E1.</p> <p>Note: Submit as OR for general request, OW for SPB Controlled Items or ON for IT-related, which routes to OCIO for approval prior to SPB for assignment as OR</p> <p>Note: If ITB is associated with an exception to competitive bidding, an O8 should be submitted instead of above.</p>	
	<p>ITB Draft Document including all referenced attachments and forms ITB draft document should be in Word format with track changes on reflecting all revisions made to the SPB template document. Current template is available on SPB Website. Include all documents referenced within the ITB and any additional supporting documents that will accompany the ITB release. Technical Specifications may be listed either within ITB or in a separate attachment.</p>	
	<p>Cost Sheet Costs associated with the ITB deliverables with blanks for associated costs to be entered by vendors.</p>	
	<p>Vendor List Provide a list of suggested vendors, including email addresses, to receive notice upon solicitation release. SPB may add vendors as necessary.</p>	
	<p>(Optional) Choice of Newspaper for Publishing of Public Notice If Agency wishes to publish a public notice in a newspaper, specify the newspaper (e.g., <i>Lincoln Journal Star and/or Omaha World Herald</i>) and desired frequency of publication (e.g., <i>once per week for three weeks</i>). Specific dates will be established with the Schedule of Events. Note: Posting to SPB website fulfills public notice requirement.</p>	
<p>The following are only required on Scored ITB's where solicitation responses are evaluated on criteria beyond cost, price realism and reasonableness.</p>		
	<p>Solicitation Cost Sheet Evaluation Worksheet used to calculate points to award based on cost of goods. Template available on SPB Website.</p>	
	<p>Solicitation Evaluator Scoring Sheet – Including Scoring Rubric Detailed scoring worksheet to be used by evaluators with point breakdowns and descriptions of evaluated items. Template available on SPB Website.</p>	
	<p>Solicitation Evaluation Criteria Document listing mandatory requirements and evaluation criteria with possible point breakdown per section. Template available on SPB Website.</p>	
	<p>Solicitation Final Evaluation Sheet Spreadsheet summarizing of evaluation scores and ranks of vendors. Template available on SPB Website.</p>	