

Invitation to Bid (ITB) Submission Requirements

Agency ITB Contact		
Name:	Email:	Phone:
<input type="checkbox"/>	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 (SPB Form 17 - Invitation to Bid Template). 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. ITB Template can be found on the SPB Website .	
<input type="checkbox"/>	Cost Sheet Template for vendors to provide costs with the ITB deliverables.	
<input type="checkbox"/>	Vendor List Provide a list of suggested vendors, including email addresses, to receive notice upon solicitation release. SPB may add vendors as necessary.	
<input type="checkbox"/>	Solicitation Compliance Sheet Agency lists any mandatory minimum requirements a bidder will need to provide in order to be considered for evaluation. Template can be found on the SPB Website .	
<input type="checkbox"/>	Requisition Enter appropriate Requisition type in E1/PFC for agency approvals before routing to SPB for review, approval, and posting. All applicable items listed above should be attached to the Requisition in E1. Note: Submit as OR for general request, OW for SPB Restricted Items/Trade Ins or ON for IT-related, which routes to OCIO for approval prior to routing to SPB for conversion to OR Note: If requesting an exception to the standard competitive bidding process, requisition should be submitted as an O8 and if approved SPB will convert to the appropriate requisition type for further processing.	
<input type="checkbox"/>	(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</i> and/or <i>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.	
The following are only required on Scored ITB's where solicitation responses are evaluated on criteria beyond cost, price realism and reasonableness.		
<input type="checkbox"/>	Solicitation Cost Sheet Evaluation Worksheet used to calculate points to award based on cost of goods.	
<input type="checkbox"/>	Solicitation Evaluator Scoring Sheet – Including Scoring Rubric Detailed scoring worksheet to be used by evaluators with point breakdowns and descriptions of evaluated items.	
<input type="checkbox"/>	Solicitation Evaluation Criteria Document listing mandatory requirements and evaluation criteria with possible point breakdown per section.	
<input type="checkbox"/>	Solicitation Final Evaluation Sheet Spreadsheet summarizing of evaluation scores and ranks of vendors. Template can be found on SPB Website .	