

State Procurement Manual

DOA-3449 N(R06/94) Formerly AD-P-12

| | | |
|---|--------------------------|---------------------|
| | | Number PRO-C-30 |
| | | Effective 5-1-92 |
| Section THE PROCUREMENT PROCESS | Agencies Affected ALL | Replaces 12-1-83 |
| Title COMMUNICATIONS WITH PROPOSERS (REQUEST FOR PROPOSAL) | | Page 1 of 2 |

AUTHORITY: [Wis. Stats.](#) 16.705(2)
16.75(2m)(d)(e)(f)
[Wis. Adm. Code](#) Chapter Adm 10.08(5)

SCOPE: - to establish authority and procedure for communications with proposers
- to establish procedure for revisions to proposals under negotiation
- to provide procedures to ensure confidentiality of proposal contents and revisions during negotiations

CONTENT: I. Prior to opening

A. When an agency purchasing office determines the need for clarification on a proposal, the agency may:

1. Issue a revision or addendum to the proposal solicitation to all known recipients, or
2. Invite all potential suppliers to a clarification meeting with the evaluation committee.

B. Proposals may be revised, if the proposer so requests, as a result of actions by the agency to revise or clarify.

II. After opening

A. The agency may determine which proposals are reasonably apt to be considered in a final evaluation for award. Justification is required for those proposals which are eliminated from further evaluation.

B. Further communication with remaining proposers may be conducted, in a fair and equal manner, so as to provide remaining proposers an opportunity to discuss their proposals. The agency may permit revisions to proposal content and to cost by proposers on the condition that the revisions do not alter the scope or content of the original solicitation to a degree that will affect the justification that was used to eliminate other proposers from evaluation.

Authorized:



Director
State Bureau of Procurement

State Procurement Manual

DOA-3449 N(R06/94) Formerly AD-P-12

| | | |
|---|--------------------------|---------------------|
| | | Number PRO-C-30 |
| | | Effective 5-1-92 |
| Section THE PROCUREMENT PROCESS | Agencies Affected ALL | Replaces 12-1-83 |
| Title COMMUNICATIONS WITH PROPOSERS (REQUEST FOR PROPOSAL) | | Page 2 of 2 |

- C. Opportunities to make changes, presentations, or submissions will be given equally to all remaining proposers in the evaluation process. The agency may consider the reference checks, oral presentations, demonstrations, etc. of these proposers only.
- D. In the evaluation, discussion, negotiation, and selection process, the agency will not disclose any information from one proposer to another.
- E. Records of meetings, conferences, presentations, discussions, negotiations, and evaluations are to be kept and retained in the proposal file.

Authorized:



Director
State Bureau of Procurement