

State Procurement Manual

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

		Number PRO-C-6
		Effective 6-18-04
Section THE PROCUREMENT PROCESS	Agencies Affected ALL	Replaces 10-1-96
Title LEGAL/PUBLIC NOTICE		Page 2 of 4

- III. Legal notices for official sealed bids or requests for proposals appear once each week for a minimum of two weeks in the official state newspaper. There will be a minimum of seven days between publication of the first notice and the last notice and between the last notice and the date submissions are due.
- IV. For nondelegated transactions, the agency will obtain Request for Purchasing Approval/Authority (RPA) approval from the State Bureau of Procurement prior to advertising the official sealed bid or request for proposal.
- V. Because the agency does not post noncompetitive negotiations (sole source) and general waivers on VendorNet, the agency will need to go directly to the public notices Website to generate the notice. (See [Procedures for Using Public Notices Website](#).) Alternatively, the agency may place a legal notice in the official state newspaper. The notice may be placed prior to obtaining RPA approval from the State Bureau of Procurement. However, the contract may not be awarded or the purchase order issued until approval is obtained from the Bureau. If additional vendors indicate an interest in bidding or proposing as a result of the advertisement, the agency will use a competitive process and issue new legal and/or public notices.
- A. Noncompetitive negotiations:
1. Legal notice: There will be a minimum of seven days between publication of the first legal notice and the last notice and between the last notice and the date on which the contract will be awarded or the purchase order will be issued.
 2. Public notice: There will be a minimum of seven days between the posting on the Internet and the date on which the contract will be awarded or the purchase order will be issued.
- B. General waivers:
1. Legal notice: There will be a minimum of seven days between publication of the first legal notice and the last notice and between

Authorized:



Jane Pawasarat, Director
State Bureau of Procurement

State Procurement Manual

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

		Number PRO-C-6
		Effective 6-18-04
Section THE PROCUREMENT PROCESS	Agencies Affected ALL	Replaces 10-1-96
Title LEGAL/PUBLIC NOTICE		Page 3 of 4

the last notice and the date on which the initial contract will be awarded or the purchase order will be issued.

2. Public notice: There will be a minimum of seven days between the posting on the Internet and the date on which the initial contract will be awarded or the purchase order will be issued.

VI. Legal notices may be combined according to their common date.

VII. Documentation of publication of legal and public notices:

A. Legal notice:

1. The agency will request and pay for affidavits of publication of legal notices as the agency deems appropriate to meet statutory and agency requirements. The fee for an affidavit of publication is one dollar (\$1.00).
2. If an affidavit is not requested, the agency will have on file tear sheets from the newspaper or actual notices taken from the newspaper as documentation the legal notice requirements have been met.

B. Public notice:

1. The agency will print and retain a hard copy of the posting on the Internet.

VIII. A public notice will remain on the Internet:

A. For an official sealed bid or a request for proposal, until the date submissions are due.

B. For noncompetitive negotiations, until the date on which the contract will be awarded or the purchase order will be issued.

Authorized:



Jane Pawasarat, Director
State Bureau of Procurement

State Procurement Manual

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

		Number PRO-C-6
		Effective 6-18-04
Section THE PROCUREMENT PROCESS	Agencies Affected ALL	Replaces 10-1-96
Title LEGAL/PUBLIC NOTICE		Page 4 of 4

- C. For general waivers, until the date on which the initial contract will be awarded or the purchase order will be issued.
- IX. Intergovernmental procurements are exempt from PRO-C-6. See [PRO-C-25](#), Intergovernmental Procurements.

Authorized:



Jane Pawasarat, Director
State Bureau of Procurement