

State Procurement Manual

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

		Number PRO-D-23
		Effective 9-1-17
Section GENERAL POLICIES	Agencies Affected ALL	Replaces 7-1-02
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- II. At the agency's discretion, bidders/proposers lists may be kept closed until the notice of intent to award is issued or, in the case of requests for bids/proposals for commodities and for requests for bids/proposals \$50,000 or less, before the contract is awarded. However, in some instances, the agency may choose to divulge the bidders/proposers list before the request for bid/proposal due date to increase competition and/or encourage partnerships among vendors.
- III. Request for bid (RFB) openings are open to the public. Bids need not be evaluated at this time, nor awards announced. A summary of information disclosed at the RFB opening is made available to the public upon request as soon as practical after the opening. To provide for analysis and abstracting, RFB records may not be available for public inspection before the notice of intent to award is issued or, in the case of RFBs for commodities and for RFBs \$50,000 or less, before the contract is awarded. The public may inspect RFB records and may copy them after the notice of intent to award is issued or, in the case of RFBs for commodities and for RFBs \$50,000 or less, after the contract is awarded.
- IV. Request for proposal (RFP) openings may be open to the public. The names of the proposers may be read aloud and a written record is established. Proposals need not be evaluated at this time, nor awards announced. A summary of information disclosed at the RFP opening is made available to the public upon request as soon as practical after the opening unless competitive or bargaining reasons dictate that the information should not be made public at that time. Materials submitted for the RFP process (competitive negotiation) may not be available for public inspection before the notice of intent to award is issued or, in the case of RFPs for commodities and for RFPs \$50,000 or less, before the contract is awarded. All materials submitted for the RFP process are available for public inspection after the notice of intent to award is issued or, in the case of RFPs for commodities and for RFPs \$50,000 or less, after the contract is awarded except as noted in V. below.

Authorized:



Rick S. Hughes, Director
State Bureau of Procurement

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- V. Any record or portion of a record that contains confidential information, or a trade secret, or wage information on printing procurements may be withheld. Such information must be identified as confidential or a trade secret by the bidder at the time the bid is submitted.
- VI. Each agency will make available for inspection and copying any record produced or collected by a vendor under a contract to the same extent as if the record were maintained by the agency.

Authorized:



Rick S. Hughes, Director
State Bureau of Procurement