

FORT HAYS STATE UNIVERSITY STATE ACCOUNT FORMAL BID PROCESS

- The invoice is sent to Accounts Payable.
- The Formal Bid Process can be waived for purchases such as sole source with approval of the Purchasing Office. Refer to: <http://www.fhsu.edu/purchasing/prior-authorization/>
- Contact the Purchasing Office with any questions.
- One of the following processes will be used to seek competitive bids:

Request for Quotation (RFQ)

An RFQ is generally utilized when the supplies, materials, equipment, goods, property or services are to be acquired on a one-time basis.

Invitation for Bids (IFB)

An IFB is generally utilized when the supplies, materials, equipment, goods, property and services to be acquired will be provided via contract on a recurring basis over a specified period of time.

Request for Proposals (RFP)

Competitive Sealed Proposals are generally utilized when multiple factors exist that make it difficult or impossible to write a specification; terms and conditions that will allow an evaluation to be made as to determine the lowest responsive bid from a responsible bidder. Evaluations shall be based on the factors set forth in the RFP in order to determine which proposal(s) best meet(s) the needs of the University. A committee of no less than three individuals shall evaluate all proposals received. These three individuals shall include a member from the requesting department, the Controller and/or the Director of Purchasing and the Vice President for Administration and Finance or his designee.