

# FORT HAYS STATE UNIVERSITY STATE ACCOUNT FORMAL BID PROCESS

**Definition of Formal Bid:** If an item or service has a total price of **\$25,000 or greater**, plus shipping and handling, including items on state contract, a formal competitive bid process must be completed by the Purchasing Office: Request for Quote (RFQ), Invitation for Bid (IFB), or Request for Proposal (RFP).

**Exceptions:** Membership Dues, Subscriptions and Speakers/Entertainers.

**Orders shall not be split to avoid the \$25,000 competitive bid process. Order/invoice splitting is a violation of state law and university purchasing policies.**

One of the following bid processes will be used to seek competitive bids.

1. **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.
2. **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.
3. **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 to determine which proposal(s) best meets 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 designee.

## **Formal Bid Process:**

1. The department submits bid specifications to the Purchasing Office, [purchasing@fhsu.edu](mailto:purchasing@fhsu.edu), attaching the detailed specifications in a Word document or an Excel spreadsheet. Please provide a list of suggested suppliers. If the item is on state contract, include a state contract supplier as one of the bidders.
2. The specifications will be used to process a formal bid. The bid will post on the FHSU Purchasing (Bidnet Direct) web site, <http://www.fhsu.edu/purchasing/bids>, for a minimum of seven (7) business days for an RFQ and approximately 30 days for an RFP and RFI. The Purchasing Office will send the bid document to the suggested suppliers. If a supplier provided the department with a quote prior to the bid, the supplier must submit their final bid to the FHSU Purchasing Office by the bid closing date.
3. After the bid closes, the Purchasing Office will send the bid responses and an Excel spreadsheet of the results to the department for review and evaluation.
4. The department will respond by indicating whether they accept the low bid or provide a justification for not accepting the low bid.
5. When Purchasing approves the supplier to be awarded, the department will complete the appropriate purchasing forms. The department will complete the Workday Apps **Bid Comparison Form**. When inputting the bids, please list in order with the supplier the department wishes to award to – typically the lowest to highest bids that meet specifications.

Refer to [FHSU Training Library](#) for the purchase order forms and payment process:  
[FLOWCHARTS-Procurement to Payment.pdf](#) or  
[Purchasing Procedures and Workday Requisitions.pdf](#)

6. Purchasing will send the purchase order and/or contract to the supplier.

Contact the Purchasing Office at 4251 with questions.