Section 2.25

Bid Receipt – Invitation for Bids

Receipt and Control of Solicitation Proposals

State law requires formal proposal responses to be received by or before the published due date and time; responses must remain sealed until **after** published **due** date and time.

Proper identification on the outside of the proposal response envelope or package is important. The solicitation document should require the proposal response envelope or package to show the solicitation number, due date and time and respondent's name.

Upon receipt, the sealed proposals should be date and time stamped directly on the envelope, when possible, or on the express delivery label, and must remain sealed and kept in a secure place to prevent misplacement, loss or tampering, until after due date and time.

Despite the instructions contained in the solicitation document, a respondent will occasionally submit a sealed proposal without proper identification.

If a proposal is inadvertently opened by agency personnel other than the procurement official handling the procurement, the following must be adhered to:

- Proposals inadvertently opened must be resealed, marked with "Opened in Error", and indicate who opened the proposal in error.
- Envelopes/packages opened for purposes of identification must be marked with "Opened to Identify," resealed, dated, and must be signed or initialed by the person who opened the proposal. The Solicitation Document Number and Due Date/Time should be documented on the outside. Following this procedure will allow the package to retain its status as a sealed proposal.
- As allowed by the solicitation document, proposals received by facsimile or by electronic means must be treated as sealed proposal documents and kept secure until after the proposal due date and time. These documents must be accompanied by either a fax receipt notice or a hard copy of the e-mail transmission reflecting the date and time of receipt. If the faxed document(s) do not have a date/time stamp, one should be affixed manually immediately upon receipt.

Log for Proposals Received:

The use of a log listing the respondents' names for proposals received is optional but is convenient for answering questions from the vendor community regarding the receipt of their submitted proposal documents.

A Proposal Receipt Log should contain:

- Name of person entering information in the log
- Solicitation Number
- Due Date/Time
- Date Received
- Respondent Name
- Delivery Method (E-Mail, Fax, Express Delivery (i.e. Fed Ex, etc.), Hand Delivery, U.S. Mail)
- Tracking/Fax Number
- Number of Pages Received
- Package Comment

Withdrawing Proposals
A respondent may withdraw its proposal in person by presenting a request to withdraw on company letterhead at any time prior to the proposal due date and time. The respondent must present identification (e.g. corporate identification card, photo identification card to match authorized person on proposal response, etc.) indicating that he or she represents the business withdrawing a proposal. The Proposal Withdrawal Form or company letter will become part of the procurement file. If a respondent submits a written or faxed withdrawal letter, the written request will be added to the procurement file and given to the agency purchaser who will then make a decision on the request.

Internal Rules and Procedures:
Rules or internal procedure manuals should establish the responsibilities and steps for the receipt and control of proposals.

Issues addressed should include:

- date and time stamping proposals on receipt
- procedures for inadvertently opened proposals
- maintaining a log of proposals received
- securing them until proposal opening, and
- designation of persons responsible for each of those tasks.

If the agency allows for proposals to be received via U.S. mail, special carrier, hand delivery, facsimile or electronic transmission, that process should also be addressed in the agency's internal procedures.