

# PROCEDURE

Effective Date: March 20, 2015  
Approved by: Chief Procurement Officer

Authority: [LAC 34:XIII.U501.A.01](#)

See Also:

[POL-U501](#) (*Methods and Thresholds for Procuring Goods & Services*)

## PRO-U501.A.01 INVITATION TO BID (ITB)

*This procedure applies to the purchase of goods and services subject to formal bid thresholds.*

*ITBs are utilized when goods and/or services being sought by the University are anticipated to be \$50,000 or greater (whether in a single or recurring procurement) and cost is the overwhelming factor in determining award. ITBs are awarded based on the lowest qualified bidder who meets the specifications, contract terms and conditions.*

### Definition:

1. *Invitation to Bid (ITB)* - a formal solicitation utilized to solicit bids from potential suppliers of goods and services in which an official, public communication is made to invite bidders to submit proposals by a designated day and time deadline.
2. *Recurring Procurements* – Repeated purchases of goods and services in a 12-month period based on the department’s established need.
3. *Single Procurement* – One time purchase of goods and services in conjunction with the department’s established need.

### Action by:

Dean, Director or  
Department Head

Purchasing Agent  
(User Department)

Procurement Buyer  
(Procurement Services)

### Action:

1. **Assigns** responsibility for purchases to department employees and ensures that procurement duties within department are appropriately segregated.
2. **Determines** if procurement policies necessitate the need to solicit bids.
3. **Submits** a requisition in Workday, attaching detailed specifications in Microsoft Word format & Proposed Supplier Form.
4. **Reviews** requisition to ensure all requirements are met and specifications are clear.
5. **Prepares** the solicitation and sends to a minimum of five (5) suppliers.
  - a. Two (2) of the five (5) suppliers identified to solicit, must qualify as a Certified Diverse Supplier (Minority-Owned, Women-Owned, Veteran-Owned, Small, Emerging, or Disadvantaged Business).
6. **Posts** on LaPAC website (and advertises in a local periodical if necessary) for a minimum of ten (10) days from the initial date of posting.

7. **Posts** to LaPAC an official addenda for any questions/clarifications that may arise.
8. **Holds** an official public sealed bid opening.
9. **Tabulates** bids and routes to Purchasing Agent department for review.
10. **Evaluates** bid(s) and makes award recommendation to buyer.
11. **Evaluates** department's recommendation for award.
12. **Awards** bid and **Issues** purchase order.

Purchasing Agent  
(User Department)

Procurement Buyer  
(Procurement Services)