Process Overview

1. **Request for Services:** The agency informs us of the need to procure services by sending an email to the Buy Desk with mini-bid template attached and/or general request of need.

2. **BSC Review:** We review for completeness and accuracy and work with the agency for clarification or additional information on the Mini-Bid Template and it will be completed.

3. **Mini-Bid Notification:** BSC will issue the mini-bid to all vendors in appropriate region with applicable lot.

4. **Question and Answer (Q&A):**
   - Vendor questions are allowed from the time the mini-bid is released until the Q&A period has ended.
   - Deadline for vendors to ask questions regarding the mini-bid. Any questions will be forwarded to the agency for answers.
   - Agency responds to BSC questions. BSC forwards Q & A to vendors.

5. **Mini-Bid Response:** Vendors will provide mini-bid responses back to us.

6. **Mini-Bid Opening:** The BSC will hold a bid opening on the authorized user’s behalf.

7. **Vendor Selection:** BSC evaluates the bids and selects the winning vendor and notifies awardee and non-awardees of mini-bid results.

8. **Mini-Bid Contract Number:** BSC will submit winning bid to Procurement Services to assign contract number. BSC provides the agency the contract number and procurement package to the agency for processing.

9. **Mini-Bid Contract Processing:**
   - To establish the contract in SFS, agency enters a contract requisition in SFS using audit type TNT with a TFR00017 contract profile.
   - Once contract is approved, agency schedules a PO release off the mini-bid contract.

Best Practices

- Allow a 10-business day time frame for vendor responses to mini-bids unless otherwise requested by the agency.
- Identify the lots that includes types of services and frequency.
- Determine which region your facilities are in (Note: Separate mini-bids must be done if facilities are located in more than one region).
- Review the ‘Award Summary’ document to determine if the services are available in your region and to identify the contractors who are eligible to participate in the mini-bid.
- Create a project definition that identifies your service requirements.
- For state agencies, enter the mini-bid contract number to SFS (the audit type will be TNT).
- Issue purchase orders against the mini-bid contract.

Resources

- Award 22760-SW Recycling and Trash Services
- Division of the Budget