SOLICITATIONS AND BID DOCUMENTS
Understanding Purchasing Protocol
Federal Purchasing

**Procurements valued**

- **< $2,000-$10,000***: GPC Card
- **< $25,000**: 3 quotes needed

- **$25,000-$250,000**
  - **#1**: Small business set-aside, which includes HUBZone or 8(a) or SDVO or ED/WOSB
  - **#2**: Full and open competition (unrestricted; not set-aside if no small businesses available)

- **Over $250,000**
  - **#1**: Consider HUBZone or 8(a) or SDVO or ED/WOSB first
  - **#2**: Small business set-aside
  - **#3**: Full and open competition (unrestricted; not set-aside if no small businesses available)

**Micropurchases (GPC card purchases):**

- **< $2,000 construction, < $2,500 services, < $10,000 commodities**
  - *Needs from those amounts up to $25,000: requires three quotes only*
State and Local Purchasing

MATERIALS AND SERVICES
- Purchase card <$1k
- Informal Bids “Prudent Person Standard” $1k-$10k
- 3 Quotes $10k-$30k
- Sealed Bids >$30k

*CONSTRUCTION/Public Works
- Threshold $250,000
  - less than < “informal bids” (pick and choose)
    - variable posting time
  - more than > sealed bids (competitive)
    - posted 28 days 3x
Solicitations

Common Types
Common Terms

- Solicitation
- Request for Quote (RFQ)
- Request for Proposal (RFP)
- Invitation for Bid (IFB)/Invitation to Bid (ITB)
- Request for statement of Qualifications (RFS)
- Pre-Solicitation Notice (PSN)
- Sources Sought Notice (RFI)
- Solicitation Modification – no change
- Amendment – change or cancellation
- Combined Synopsis/Solicitation
- Award Notice
Solicitations

- Bid package is a set of documents that a bidder uses to develop a proposal

- Solicitations used by the government typically come as a –
  - Request for Quote (RFQ)
  - Request for Proposal (RFP)
  - Invitation for/to Bid (IFB or ITB)
  - *Sources Sought (RFI)
Things to pay attention to...

- Bid Opening Date, Time, and Location
- Site visit information
- Statement of Work
- Evaluation Factors
- Required registrations/certifications
- Q&A
- Attachments
- Instructions for submission
- Number of copies to submit
Bid #RFP 21-804 - Weed and Vegetation Control Abatement Spraying Season

City of Shreveport, LA  |  Time left: 36 days, 5 hrs
Bid started: Feb 05, 2021 9:56:33 AM CST
Bid ends: Mar 18, 2021 3:00:00 PM CDT

Notifications are OFF

With notifications turned off you will not be notified of the following information for this Bid: Addendums, Q&A, and Pre-bid conferences

Notify me about this Bid

Download Bid Packet  |  Add to My bids

Details  |  Documents  |  Line items  |  Q&A  |  Vendor ads

Bid #RFP 21-804 - Weed and Vegetation Control Abatement Spraying Season

Time started: Feb 05, 2021 9:56:33 AM CST
Bid contact: See contact information
Issuing agency: City of Shreveport, LA  See other Bids by this agency
Bid Comments: To place a proposal digitally, please review the attached RFP document. Then click “Place Offer” where you will be prompted to upload attachments on the Right Hand side of the page.

Please deliver paper responses to:

City of Shreveport
Office of the Purchasing Agent
505 Travis Street, Suite 610
Shreveport, LA 71130-1109

If you download the RFP packet with intention of submitting a proposal, please contact the buyer via email dereka.abner @shreveportla.gov, phone 318-673-5455 or fax 318-673-5408 to be added to the plan holders list. Include your company name, address, email, phone and fax numbers.

Description:
Delivery location: No Location Specified
Classification codes: View classification codes
Contract duration: One Time Purchase
Contract renewal: 1 annual renewal
Prices good for: 45 days
Estimated Amount: $200,000.00
Regions: View regions

Vendor viewed report

Place offer  |  Place "No bid"
For more information...

Wed., March 3
12:00pm – 2:00pm
Understanding Solicitations

Thurs., March 4
12:00pm – 2:00pm
Request for Proposals Deep Dive

www.nwlaptac.org/events
Contact Information

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Certified Verification Counselor CVE

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www.nwlaptac.org