

Purpose

To document steps needed to properly review and authorize bid selection. The Purchasing Bid Review Process provides Facilities Operations and Development (FOD) employees with detailed process steps.

Guidelines

All requests for bids must have an estimated dollar amount. All selections will flow through A&P Shared Services and then will be sent to OSU Purchasing.

Process

1. Project Manager (PM) will contact OSU Purchasing of intent to bid.
 2. PM will complete the OSU Purchasing RFX Preparation Form (formerly Bid Prep Form) located on the OSU Purchasing website busfin.osu.edu/policies-forms Search Keyword RFX Preparation Form
 3. PM will complete an eRequest with the estimated dollar amount to create an out-to-bid requisition. The Bid Preparation Form, Request for Proposal, plans and specifications (single pdf) will be attached to the eRequest.
 4. The eRequest will route through FOD for approval.
 5. A&P Shared Services Processing Center will create the out-to-bid requisition and attach all bid documents.
 6. A&P Shared Services Processing Center will log out-to-bid requisition information, including requisition number, initiator, dollar amount, and brief description onto the out-to-bid log.
 7. The PM will meet with assigned Buyer from OSU Purchasing to review expectations of the bid process (i.e., bid duration, bid opening, pre-bid meeting, category assignments, etc.).
 8. The bid will be posted by Purchasing on the OSU Purchasing Bid Website (Ariba) that will include the date for the pre-bid meeting.
 9. OSU Purchasing will receive and tabulate all vendor submissions.
 10. Following tabulation, Purchasing will send or email all OSU bid documents and the Bid Results for Consideration form to the PM for appropriate handling and distribution.
 11. For FOD Design and Construction projects:
 - PM will review bids and recommend the lowest responsive and responsible bid.
 - PM will complete the OSU Purchasing Bid Results for Consideration form provided by Purchasing. NOTE – PM does not sign this form.
 - PM will complete the FDC Cover Letter, which includes justification if lowest bid is not selected.
 - PM will forward all paperwork to the Contracts Administrator (CA) to obtain FOD Admin review and signature.
 - CA will attach the project data sheet to the paperwork prior to sending to FOD Admin for review.
- For all FOD areas except Design and Construction:
- PM will review bids and recommend the lowest responsive and responsible bid.
 - PM will complete the OSU Purchasing Bid Results for Consideration form provided by Purchasing. NOTE – PM does not sign this form.
 - If the lowest bid is not selected, the PM will send a justification letter.
 - PM will forward all paperwork to the Administrative Associate (AA) to obtain FOD Admin review and signature.
12. FOD AVP will review paperwork and sign as Cost Center.
 13. FOD Admin will return the paperwork to the CA or AA.



14. The CA or AA will send the approved FDC Bid Cover Letter (if applicable), approved Bid Results for Consideration form, and all paperwork to A&P Shared Services representative whose name can be found on the requisition.
15. A&P Shared Services representative will:
 - Determine if the awarded amount exceeds 10% of the original out-to-bid estimate and obtain A&P Senior Director of Finance approval and signature, if necessary.
 - Access the bid selection and ensure that FOD has received the information and conducted the appropriate review processes.
 - Review any questions or issues.
 - Scan bid selection package and attach to existing eRequest and notify OSU Purchasing.
16. When the purchase order is issued, A&P Shared Services will attach the PO to the eRequest and notify the PM and CA or AA.
17. CA will update NetLink and file all documents in the project electronic files.

References

FDC Bid Cover Letter [0300 bid cover ltr purchasing.doc](#)