State Invitation for Bids (IFB) Template (Non-Construction)

**INSTRUCTIONS- DELETE THIS PAGE PRIOR TO POSTING**

Note to users: This template is permissive and provides language for State Agencies and Institutions of Higher Education (IHE) to use with an Invitation for Bids solicitation. It includes all requirements from the Procurement Code and Rules, although your agency/IHE may have additional requirements. This template includes placeholder Sections for Background/Overview, Statement of Work/Specifications and bid submission instructions to post with the IFB. Be sure to fill all sections out thoroughly and attach the correct draft Contract or purchase order terms and conditions as well as any Exhibits and/or Attachments.

**Tips on how to use the template:**

* Complete all fillable or highlighted fields.
* Review all comments and delete when completed.
* Make any additional applicable modifications.
* Be consistent – for example, if “project” and “work” mean the same thing, use the same term throughout the solicitation.
* Use spellcheck and correct spelling or grammatical errors.
* Make all changes in track changes and accept changes when ready to finalize.
* Delete this instruction page prior to posting.
* READ the document in its entirety before publishing!

This template is based on the assumptions listed below. You may need to make additional changes for IFBs that are not based on these assumptions.

* The IFB will be posted only on Colorado VSS. If you are posting using some other systems, such as BidNet, you must modify the document accordingly to list the system and any other relevant changes.
* Bids will be submitted using Box.com. If you are accepting bids through VSS or some other system, or via hard copies, you must modify the document accordingly.

**REMEMBER:**

* Add or remove any Appendices, Exhibits or sections as needed
* Update the Table of Contents

Invitation for Bids

**INSERT AGENCY LOGO**

**Insert Solicitation Number:**

**Insert Solicitation Title and Date**

**Insert Amendment Dates as needed**

**Vendor Response Signature Page**

**\*(Insert Solicitation # and title)**

**VENDORS:** See the solicitation document below for the response deadline and other response submission information and requirements.

Vendors responding to this solicitation must fill out this page in its entirety, sign and return with vendor’s response. This page must bear a physical or electronic signature, as electronic signature is defined in the "Uniform Electronic Transactions Act", section 24-71.3-102 (8), evincing an intent by the vendor to be bound by its response. Failure to do so may disqualify the vendor response.

The undersigned understands and agrees that misrepresentation made in this response and/or subsequent discussions or information presented to the State may be deemed sufficient cause for the refusal by the State to execute a contract as a result, and that that later discovery of any omission or misrepresentation made in the solicitation response and/or subsequent discussions or information presented to the State may be grounds for the cancellation of an existing contract.

**Legal Company Name (Offeror)**

**VENDOR INSERT: Full Legal Company Name**

**Authorized Signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: Name of Person Signing for Contractor

**Typed/Printed Name**

**VENDOR INSERT: Signer’s Full Name**

**Title**

**VENDOR INSERT: Title of Signer**

**Phone Number**

**VENDOR INSERT: Signer’s Phone Number**

**Email Address**

**VENDOR INSERT: Signer’s Email Address**

**Contact for Clarifications**

**VENDOR INSERT: Name of Contact**

**Title**

**VENDOR INSERT: Title of Contact**

**Phone Number**

**VENDOR INSERT: Phone Number of Contact**

**EMAIL ADDRESS**

**VENDOR INSERT: Email Address of Contact**

TABLE OF CONTENTS

[TABLE OF CONTENTS 1](#_Toc180395573)

[1. INTRODUCTION 2](#_Toc180395574)

[A. General Information 2](#_Toc180395575)

[B. Background 2](#_Toc180395576)

[C. Overview and Goals 2](#_Toc180395577)

[D. Sole Point of Contact 2](#_Toc180395578)

[E. Schedule of Activities 2](#_Toc180395579)

[F. Pre-Bid Meeting 3](#_Toc180395580)

[G. Start Date 3](#_Toc180395581)

[H. Anticipated Contract Term 3](#_Toc180395582)

[2. REQUIREMENTS 4](#_Toc180395583)

[A. Accessibility Requirements 4](#_Toc180395584)

[B. Insurance Requirements 4](#_Toc180395585)

[C. Mandatory Requirements 4](#_Toc180395586)

[3. Scope of Work 4](#_Toc180395587)

[A. Scope of Work and Deliverables 4](#_Toc180395588)

[4. BID SUBMISISON AND BID OPENING 5](#_Toc180395589)

[A. Bid Submission Instructions 5](#_Toc180395590)

[B. Timeliness of Bid Submission 5](#_Toc180395591)

[C. Bid Pricing 6](#_Toc180395592)

[D. Public Opening of Bids - Virtual 6](#_Toc180395593)

[5. award information 6](#_Toc180395594)

[A. Bid Evaluation and Award 6](#_Toc180395595)

[B. Single Bid 7](#_Toc180395596)

[C. Notice of Award 7](#_Toc180395597)

1. INTRODUCTION
	1. General Information

On behalf of the State of Colorado, Insert State Agency/IHE is issuing this Invitation for Bids (IFB) for **Insert IFB title or general purpose of IFB**.

* 1. Background

**Insert additional Information**

* 1. Overview and Goals

**Insert additional information**

* 1. Sole Point of Contact
		1. The State’s sole point of contact for this solicitation is **Insert Name**, **Insert Title**, who may be reached via email at **Insert Email**, or via phone at **Insert Phone #.**
		2. Because phone lines may not be consistently monitored, email is the preferred method of communication. The individual listed above is the sole point of contact for this solicitation. Initiating contact with anyone other than this individual may result in Offeror disqualification.
	2. Schedule of Activities
		1. This Schedule of Activities is for information and planning purposes only. Schedules for Activities listed as “Estimated” may be subject to change depending on the needs of the State. All times are considered in Mountain Time (MT), as adjusted for daylight savings.
			1. The date of publication for this solicitation on Colorado VSS is **Insert Date.**
			2. Written inquiries must be submitted to insert Procurement Point of Contact email no later than insert time and date.
			3. A pre-bid meeting will be held virtually as described below or **insert location** on **insert time and date.**
			4. The estimated date for the State’s responses to vendors’ written inquires to be published on Colorado VSS is **Insert Date.**
			5. All bids must be submitted in the method described below no later than **insert time and date.**
			6. A public opening of the bids will be held at insert location or link to virtual meeting on insert time and date.
			7. The estimated date for the publication of an Intent to Award on Colorado VSS is **Insert Date.**
	3. Pre-Bid Meeting
		1. The State will hold a pre-bid meeting as indicated in the Schedule of Activities. This meeting will be held virtually. So that the State can plan for attendance, if an Offeror wishes to attend the pre-bid meeting, please send an email to **Insert email** address to RSVP **by Insert date**, and include the name and email for the person who will attend the virtual meeting. A link to the virtual meeting will then be provided.
		2. Insert additional information as needed- if it will be mandatory, who must attend from the company, any other rules, etc.
	4. Start Date

The desired Contract or Purchase Order start date is **Insert Date.**

* 1. Anticipated Contract Term
		1. The initial term of the awarded Contract is anticipated to begin on **Insert Date** and end on **Insert Date**. This Contract may be renewed for up to **Insert number of renewal years** additional one-year periods at the sole discretion of the State. The total duration of the Contract, including all options, is not anticipated to exceed **five (5) years**.
		2. The State may extend the Contract beyond the anticipated term in accordance with the Colorado Procurement Code, and in the event that the State determines an extension is necessary.
		3. The State may, within its sole discretion, choose not to exercise any option or extension term in the Contract for any reason. If the State chooses not to exercise any option or extension term, it may re-procure the goods and/or services in its sole discretion.
1. REQUIREMENTS
	1. Accessibility Requirements
		1. All work performed as a result of this solicitation must comply with all applicable provisions of §§24-85-101, *et seq.*, C.R.S., and the*Accessibility Standards for Individuals with a Disability,* as established by the Office Of Information Technology pursuant to Section §24-85-103 (2.5), C.R.S. and 3) all State of Colorado technology standards related to technology accessibility and with Level AA of the most current version of the Web Content Accessibility Guidelines (WCAG), incorporated in the State of Colorado technology standards.
		2. Insert additional information
	2. Insurance Requirements

The awarded Offeror will be required to submit a certificate(s) of insurance evidencing insurance coverage for the types and amounts of insurance as required by the Insurance provision in the Contract or Purchase Order Terms and Conditions, included in this solicitation as an attachment, prior to execution of the Contract or Purchase Order.

* 1. Mandatory Requirements
		1. Insert additional information
1. Scope of Work
	1. Scope of Work and Deliverables
		1. This section describes the deliverables sought through this IFB and the scope of what the awarded Offeror will be expected to offer through the contract resulting from this IFB. The Scope of Work is intended to provide interested Offeror’s with sufficient basic information to submit a bid. It is not intended to limit a bid’s content or exclude any relevant or essential data.
		2. Insert additional information
2. BID SUBMISISON AND BID OPENING
	1. Bid Submission Instructions

For this solicitation, bids will be accepted using an online submission application. Hard copy submissions will not be accepted. To use the online submission application, please send an email to **Insert Box.com email**, attaching your bid as a zip folder. Please note the following:

* + 1. The subject line and the body of the email are not uploaded into the online submission application. Only email attachments are uploaded. Should any Offeror wish to ask a question or make a comment regarding the solicitation, the Offeror should send a separate email to the Procurement Contact.
		2. Offeror should submit one zip folder that contains all required bid submission documents. The filename of the zip folder should include the following title: **Insert IFB Number, Insert IFB title,** and also including the Offeror’s name.
		3. The solicitation submission application typically uploads bids within five minutes. Offerors are advised to submit bids no later than one hour prior to the Bid Submission Deadline to ensure the bid has been received.
		4. The application sends an email confirmation if the bid was uploaded correctly.
		5. Please do not encrypt your email. The e-submission program automatically encrypts attachments and any additional encryption may result in failure to upload the bid.
		6. The solicitation submission application should be used only for bid submission. All inquiries, questions, comments, or concerns should be submitted to the Procurement Contact via email and not through the solicitation submission application.
	1. Timeliness of Bid Submission
		1. A Bid received after the submission deadline shall not be opened and shall be rejected as a late bid, unless otherwise permitted by the Procurement Official in accordance with Procurement Rule R-24-103-201-10.
		2. Responsibility for ensuring that an Offeror’s bid is received on time rests with the Offeror. Reasonably foreseeable problems inherent in the delivery of bids are not extraordinary circumstances permitting acceptance of late bids.
	2. Bid Pricing
		1. Bid pricing must remain firm during the initial term of the Contract.
		2. Pricing must include any fees associated with the delivery of the goods or services, including, but not limited to, shipping and installation.
		3. Insert additional information/instructions for providing bid price
	3. Public Opening of Bids - Virtual

The public bid opening will be held virtually. See the Schedule of Activities in Section 1 above for additional information. The State will prepare a register of bids, which shall include the name and amount of the bid submitted by each Offeror.

1. award information
	1. Bid Evaluation and Award
		1. Following determination of acceptability of goods or services, bids shall be evaluated to determine which Offeror offers the lowest cost to the State in accordance with the specifications of this solicitation.
		2. Discussions with bidders (Offerors) are permitted only if there has been a mistake in bids in accordance with Procurement Rule R-24-103-201-08.
		3. In the event an evaluation based on value analysis or other cost formulas will be used, this information must be included in this solicitation.
		4. A contract may not be awarded to an Offeror submitting a higher quality item than that designated in this solicitation unless such Offeror is also the lowest bidder as determined by value analysis or life cycle cost formulas as permitted in section 24-103-202, C.R.S., and Procurement Rule R-24-103-202-02.
		5. The provisions of Section 24-103-904, C.R.S., which require a preference for environmentally preferable products, apply to this solicitation. See Appendix A for additional information.
		6. The award shall be made to the lowest responsible and responsive bidder (Offeror) whose bid meets the requirements and criteria set forth in this solicitation.
	2. Single Bid

If only one bid is received in response to a solicitation, an award may be made to the single bidder (Offeror) if the procurement official finds that the price submitted is fair and reasonable and that other prospective Offerors had reasonable opportunity to respond. Reference Procurement Rule R- 24-103-201-02(d).

* 1. Notice of Award

A Notice of Intent to Award will be published on Colorado VSS.