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

Note to users: This template is permissive and provides language for State Agencies and Institutions of Higher Education (IHE) to use in an Invitation for Bids. 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 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 throught.
* 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 IFB accordingly to list the system and any other relevant changes.
* Bids will be submitted electronically using Box.com.
* Any pre-bid meeting will be held virtually.

**REMEMBER:**

* Add or remove any Appendices as needed
* Add or remove sections as needed
* Update the Table of Contents
* Update the header with the IFB number

**IMPORTANT: DELETE THIS PAGE PRIOR TO POSTING YOUR IFB**

**INSERT AGENCY LOGO**

**Insert Solicitation Number:**

**Insert Solicitation Title and Date**

**Insert Amendment Dates as needed**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **State of Colorado**  **INVITATION FOR BIDS COVER SHEET & SIGNATURE PAGE** | | | | | | | | | |  | | | | | |
| **Date**: | **Insert publish date** | | | | | **IFB Number:** | | | **Insert IFB Number** | | | | | |
| **Procurement Point of Contact:** | **Insert Name**  **Insert email address**  **Insert phone number** | | | | | **Submit Sealed Bids to:** | | | **Insert Box.Com email** | | | | | |
| **BID Submission Deadline:** | **Due**: **Insert date and closing time (Mountain Time)**  Offerors are responsible to ensure timely receipt. | | | | |  | | |  | | | | | |
| **INSERT IFB TITLE**  **Offerors are asked to fill out this page in its entirety and to sign and return it with their Bid. The State of Colorado Invitation for Bids Cover Sheet & Signature Page must be signed by the Offeror or an officer of the Offeror legally authorized to bind the Offeror to the Bid. Electronic signatures are acceptable.** | | | | | | | | | | | | | |
| **Legal Company Name (Offeror):** | |  | | |  | | | | | | |  | |
| **Authorized Signature:** | |  | | | | | | | | | | | |
| **Typed/Printed Name:** | |  | | | | | | | | | | | |
| **Title:** | |  | | | | | | | | | | | |
| **F.E.I.N.:** | |  | | | | | | | | | | | |  | | |  |
| **Company Address:** | |  | | | | | | | | | | | |
| **City:** | |  | **State:** | |  | | | **Zip:** | | |  | |
| **Phone Number:** | |  | | **Email Address:** | | |  | | | | | | |
| **Contact for Clarifications:** | |  | | | | | | | | | | | |
| **Title:** | |  | | | | | | | | | | | |
| **Phone Number:** | |  | | **Email Address:** | | |  | | | | | | |

By signing this Invitation for Bids Cover Sheet & Signature Page, the authorized agent acknowledges acceptance of all terms and conditions of this solicitation.

**ONLINE BID SUBMISSION: Send an email to Insert Box.Com email, attaching the bid as a zip folder. Please see below for more details. Bids sent by other methods will not be accepted.**

**IMPORTANT:** The Zip Folder must be titled with the IFB Number, IFB Title, and the Offeror’s name, such as below:

**Insert IFB number here – Insert IFB Title here – Company Name**

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1. **SOLICITATION INFORMATION**
   1. **INTRODUCTION**

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

* 1. **BACKGROUND, OVERVIEW AND GOALS**

**Insert additional information**

* 1. **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 stated in Mountain Time (MT), as adjusted for daylight savings

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Activity** | **Date** | **Time** |
| 1 | Solicitation Published via Colorado VSS | **Insert date** | N/A |
| 2 | Pre-Bid Meeting- Virtual  **Insert link** | **Insert date** | **Insert time** |
| 3 | Written Inquiries Deadline  Send Inquiries to **Insert Procurement Point of Contact email** | **Insert date** | **Insert time** |
| 4 | Response to written inquiries; will be posted to Colorado VSS. (Estimated) | **Insert date** | **Insert time** |
| 5 | Bid Submission Deadline  Sealed bids must be submitted in the method described in **Section 3.1** below | **Insert date** | **Insert time** |
| 6 | Public opening of bids  **Insert link** | **Insert date** | **Insert time** |
| 7 | Notice of Intent to Award Published on Colorado VSS (Estimated) | **Insert date** | **Insert time** |
| 7 | Contract/Purchase Order Execution (Desired) | **Insert date** | N/A |

* 1. **SOLE POINT OF CONTACT**
     1. The Procurement Contact for this solicitation is:

Insert your name

Insert your title

Email: Insert your email

Phone: Insert your phone number

* + 1. 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.

* 1. **PRE-BID MEETING - VIRTUAL** 
     1. The State will hold a pre-bid meeting. as indicated in the Schedule of Activities. This meeting will be held virtually at the date, time and location as indicated in the Schedule of Activities.
     2. Insert additional information as needed
  2. **OFFEROR INQUIRIES**
     1. Offerors may submit written inquiries via email concerning this solicitation to obtain clarifications. The State, in its sole discretion may not accept inquiries received after the date and time indicated in the Schedule of Activities. Send all inquiries to the Procurement Contact identified in **Section 1.4**. Inquiries must be clearly marked with the IFB number and title. Where appropriate, inquiries should include references to any relevant Section/paragraph of the solicitation.
     2. Responses to Offeror’s inquiries will be published on Colorado VSS collectively, as a modification to the solicitation. Offerors shall not rely on any verbal statements that alter any specification or other term or condition of the solicitation. Such changes are valid only if provided in writing by the Procurement Contact.

1. **SCOPE OF WORK/SPECIFICATIONS AND REQUIREMENTS**
   1. **ACCESSIBILITY REQUIREMENT**S
      1. All work performed as a result of this solicitation must comply with all applicable provisions of §§24-85-101, C.R.S., et seq*.*, 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 **Appendix B**, prior to execution of the Contract or Purchase Order.

* 1. **MANDATORY/MINIMUM REQUIREMENTS**
     1. Insert additional information
  2. **SCOPE OF WORK/SPECIFICATIONS**
     1. Insert additional information

1. **BID SUBMISSION AND BID OPENING**

* 1. **ONLINE 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. Offerors should submit one zip folder that contains all required bid submission documents. The zip folder name should include the following title: **Insert IFB number, Insert IFB title** and also include 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. **PRICING**
     1. Proposed 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. **BID AWARD**
   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.

* 1. **DOCUMENTS AFTER AWARD**

Prior to Contract execution, the awarded Offeror must provide the State with Proof of Good Standing with the Colorado Secretary of State and an insurance certificate documenting coverage according to Insert appropriate insurance Section number from Model Contract or PO Terms and Conditions of Appendix B. Offerors do not need to submit these documents unless they are awarded this solicitation.