Unsealed Bidding

Business Rule

Unsealed bidding is the preferred sourcing tool to solicit bids and quotes for goods and nonprofessional services over $10,000 up to and including $100,000. All appropriate special terms and conditions must be stated in or attached to the Unsealed Bid, including an award term. [APSPM §5.6a] All VCCS Unsealed Bid procurements of any value shall be set-aside exclusively for award to DSBSD-certified micro businesses if available and the price is fair and reasonable.

For procurements over $10,000 and up to and including $100,000, an award shall be made to the lowest priced DSBSD-certified small business bidder that is responsive and responsible if the bid price does not exceed that of the lowest responsive and responsible noncertified bidder by more than 5%. [APSPM §3.11g(1)] If prices do not appear to be fair and reasonable, the agency shall document the procurement file to that effect, including stating the basis for the determination, and then an award may be made to a noncertified bidder. [APSPM §5.6d].

The solicitation shall be open for the period of time stated in the solicitation. SSC Procurement will use the best practice of publishing the solicitation for five business days. However, the college may request to post for less than or more than five business days. The solicitation shall be published for no less than three business days, per policy.

An Unsealed Bid may be amended prior to award if changes or clarifications are required. An Unsealed Bid may not be changed or clarified after award, nor is any such award subject to further negotiation.
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Version Control

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