

Checklist for Fairness and Transparency of the Bid Process

(These are minimum requirements)

Agency Name: _____ **Agency Contact Person:** _____

You should be able to answer YES to all questions below.

A. Bid Preparation and Posting	Yes	Document, if applicable	Comments
1. If the specifications were prepared by an outside firm or individual, was that firm/individual prohibited from submitting a bid or proposal? Document the name of the person(s) who prepared the bid specification.			
2. Are brand names avoided or expressly stated to be only descriptive (identifying salient features) and not restrictive?			
3. Did you research the availability of vendors who could provide the product or services needed? Document the number of vendors who were sent bid proposals, whether the bid was posted on the Internet and/or advertised in the newspaper.			
4. Did you identify in your bid document how the winning vendor will be determined? (i.e. for an RFP-evaluation criteria and scoring, for an RFB - lowest responsible bidder). Evaluation criteria must be determined before bids are submitted and may not change after bids are submitted.			
5. Did vendors receive sufficient time to prepare their response? Document how much time vendors had to prepare their response.			
6. Did you allow all vendors equal access to bid documents and provide the same information to all vendors?			

B. Bid Evaluation and Award	Yes	Document, if applicable	Comments
7. Was the list of vendors that submitted timely bids made available or posted when the bid closed?			
8. For an RFP, was the evaluation team determined prior to the bid submission deadline?			
9. For an RFP, did the evaluation committee sign conflict of interest statements and confidentiality statements prior to receiving copies of the bid proposals?			
10. Did you provide a notice to all vendors who responded to the bid about who received the award and why? Document why the winning vendor was chosen. (i.e. the bid abstract, scoring sheet)			

C. Appeal Process and Vendor Debriefing	Yes	Document, if applicable	Comments
11. Did you inform vendors how to appeal the award decision?			
12. Did you allow losing vendors to receive a debriefing to discuss why their bid was not selected?			