

AVOIDING COMMON BID/PROPOSAL SUBMISSION MISTAKES

The following tips are provided to assist potential offerors with understanding certain aspects of the solicitation process and with avoiding common mistakes:

- Read the solicitation in its entirety. The solicitation will be found in the “Buyer Attachments” area of the event and will be in the form of a Request For Quote, Invitation For Bid, Request For Proposal, or Fixed Price Bid.
- Questions on the requirements of the solicitation and/or specifications must be asked during the questions phase of the solicitation (see “Questions From Offerors” section) and/or during a pre-bid/proposal conference if one is scheduled. The preferred method of submitting questions is through the Question and Answer Board within the electronic event. Issues and/or concerns on the solicitation requirements and/or specifications raised in your response are too late. By submitting a bid/proposal, you are offering to enter into a contract with the University (see Bid/Proposal As Offer To Contract” section).
- Unless expressly requested or required by the solicitation, do not attach or include any additional agreements with your bid/proposal.
- Exceptions to the mandatory clauses of the solicitation are generally not acceptable and will result in your bid/proposal being declared nonresponsive.
- Properly mark all protected, confidential or trade secret information in accordance with the solicitation section titled “Submitting Confidential Information”. Please note that the entire bid/proposal cannot be marked as confidential, protected, or trade secret.
- Read and review all amendments to the solicitation which will be found in the Buyers Attachments area of the event. Amendments to the solicitation may be issued at any time prior to the schedule bid/proposal opening date.
- A resulting awarded contract will consist of the following documents (as applicable to the particular solicitation): (1) Record of Negotiations, (2) the solicitation and amendments, (3) clarifications and discussion documents, (4) your bid/proposal, (5) an award statement, and (6) purchase orders. Except as may be allowed in the solicitation, no contract, license, or other agreement containing contractual terms and conditions will be signed by the University and shall be void and of no effect. (See the “Contract Documents & Order of Precedence” section of the solicitation.)
- Awarded bidders/offerors must provide all required information within the online bidding system before a purchase order will be issued. Bidders/Offerors are requested to provide all required registration information prior to submitting a bid/proposal. Registrations receive a “Supplier Registration Complete” system-generated email once all information has been submitted.
- Review these tips again prior to submitting your bid/proposal.

These tips are not to be taken as all-inclusive of potential items required for the solicitation. The determination of the responsiveness of your bid/proposal will be evaluated against the solicitation document and not the above.