

**Senator Royce West Spot Bid
Fair**

- Senator Royce West annual Spot Bid Fair will be held May 14-15, 2024.
- To meet the Senator’s expectations each College or Division is asked to provide five HUB eligible opportunities (Commodities not to exceed \$50k or Services not to exceed\$100k).
- Opportunities can be broken down into single units – process a requisition per single item.
- If the lowest submitted bid is over the budgeted amount, the University may award to the vendor with the lowest price with a variance of a flat 2% or up to \$250, whichever is lower.
- Core List Supplies are not eligible--Please contact Accounts Payable if you are not certain if a supply is on the core list.
- Once ITB is submitted, it may not be pulled.

An email will be sent to each College/Division Administrator outlining the process to send items, selection, and notification.

Spot Bid Fair Solicitation Timeline

Once the final selection is approved by the department, Purchasing will draft award and non-awards.

Task	Proposed Date
Colleges/Divisions/Departments submit opportunities to Purchasing	January 2024 – April 22, 2024
Purchasing selection of opportunities (Once selected, no exceptions or changes will be made)	April 22, 2024 – April 26, 2024
Purchasing will prepare solicitation documents	April 29, 2024- May 6, 2024
HUB will enter solicitations into Comptroller Bid Portal	May 7, 2024 –May 10, 2024
Spot Bid Fair- Hard copies of Bid Opportunities to Be Shared	May 15, 2024-May 16, 2024
Bid Responses Due to Purchasing by 3:00 p.m.	May 20, 2024
Purchasing distributes responses to departments	May 23, 2024
Evaluation Documents sent due back to Purchase Dept.	June 17, 2024
Bid Awards Entered in Comptroller Bid Portal	June 21, 2024
Purchasing Award and Non-Award Letters Sent	June 21, 2024