

**Senator Royce West Spot Bid
Fair**

- Senator Royce West annual Spot Bid Fair will be held May 23- 24, 2023.
- 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.
- 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	March 9, 2023 – April 21, 2023
Purchasing selection of opportunities (Once selected, no exceptions or changes will be made)	April 24, 2022 – April 26, 2023
Purchasing will prepare solicitation documents	April 27, 2023- May 5, 2023
HUB will enter solicitations into Comptroller Bid Portal	May 8, 2023 –May 9, 2023
Spot Bid Fair- Hard copies of Bid Opportunities to Be Shared	May 23, 2023-May 24, 2023
Bid Responses Entered into Comptroller Bid Portal <i>No Later Than 3:00 p.m.</i>	May 24, 2023
Purchasing distributes responses to departments	May 26, 2023
Evaluation Documents sent due back to Purchase Dept.	June 16, 2023
Bid Awards Entered in Comptroller Bid Portal	June 21, 2023
Purchasing Award and Non-Award Letters Sent	June 21, 2023