

**Senator Royce West**

**Spot Bid Fair**

- Senator Royce West annual Spot Bid Fair will be held virtually May 24-25, 2021
- In order to meet the Senator’s expectations each College or Division please provide five HUB eligible opportunities
- Opportunities can be broken down into single units
- There is no dollar amount associated with the opportunities

*An email will /has been sent to each Business 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.

<b>Task</b>	<b>Proposed Date</b>
<b>Colleges/Divisions/Departments submit opportunities to Purchasing</b>	April 12, 2020 – May 10, 2021
<b>Purchasing selection of opportunities</b>	May 11, 2021 – May 14, 2021
<b>Purchasing will prepare solicitation documents</b>	May 17, 2021- May 21 , 2021
<b>HUB will enter solicitations into Comptroller Bid Portal</b>	May 24, 2021
<b>Spot Bid Fair</b>	May 24, 2021-May 25, 2021
<b>Bids Closes @ 2:30 p.m.</b>	May 28, 2021
<b>Purchasing distributes responses to departments</b>	June 7, 2021
<b>Evaluation Documents sent due back to Purchasing</b>	June 21, 2021
<b>Award and Non Award Letters sent out</b>	June 28, 2021