

**Senator Royce West Spot Bid Fair**

- Senator Royce West annual Spot Bid Fair will be held May 2-3, 2022.
- In order 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.

<b>Task</b>	<b>Proposed Date</b>
<b>Colleges/Divisions/Departments submit opportunities to Purchasing</b>	March 14, 2022 – April 8, 2022
<b>Purchasing selection of opportunities (Once selected, no exceptions or changes will be made)</b>	April 11, 2022 – April 15, 2022
<b>Purchasing will prepare solicitation documents</b>	April 18, 2022- April 22, 2022
<b>HUB will enter solicitations into Comptroller Bid Portal</b>	April 25, 2022 –April 26, 2022
<b>Spot Bid Fair- Hard copies of Bid Opportunities to Be Shared</b>	May 2, 2022-May 3, 2022
<b>Bid Responses Entered Into Comptroller Bid Portal <i>n/t</i> 3:00 p.m.</b>	May 3, 2022
<b>Purchasing distributes responses to departments</b>	May 6, 2022
<b>Evaluation Documents sent due back to Purchasing</b>	May 20, 2022
<b>Bid Awards Entered in Comptroller Bid Portal</b>	June 24, 2022
<b>Award and Non Award Letters sent out</b>	June 27, 2022