

	STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY AND PROCEDURE NUMBER 11.03.012	PAGE 1 of 3
	Policy and Procedure		EFFECTIVE DATE December 15, 1993	
SUBJECT Pre-Bid Meeting and Formal Specifications Workshop		SUPERSEDES		DATED
TITLE State Equipment Fleet	CHAPTER SEF Procurement	APPROVED BY Signature on File		

I. Purpose and Scope:

Introduction:

Formal Specifications Workshops and/or Pre-bid Conferences frequently are requisite to the competitive sealed bidding and competitive sealed proposal process when purchasing specialized motor vehicles and construction equipment. The State Procurement Code AS 36.30 and State Administrative Code 2 AAC 12 do not describe the procedure to conduct such workshops and conferences.

The purpose of this procedure is to provide guidelines for conducting formal specifications workshops and pre-bid conferences.

Responsibility/Performance:

SEF Procurement Officer: Responsible for determining the need for a formal specifications workshop and/or pre-bid conference. Preside over both meetings and conduct discussions with prospective bidders/offerors regarding Invitation to Bid (ITB) and Request for Proposal (RFP) terms, conditions, and instructions.

SEF Equipment Analyst: Conduct discussions with prospective bidders/offerors regarding ITB and RFP specifications.

II. Distribution:

All holders of the Procedures Manual; SEF Procedures Manual holders.

III. Procedure:

Formal Specifications Workshops and Pre-Bid Conferences are held in Anchorage unless the SEF Fleet Manager approves otherwise. They are the only opportunity for prospective bidders/offerors, in a conference setting, to

discuss Standard Terms and Conditions, Special Terms and Conditions, Specifications and Instructions to Bidders, and they are to provide clarification as needed for ITBs and RFPs.

Formal Specifications Workshops precede the issuance of an ITB or RFP and are held in lieu of pre-bid conferences.

Pre-bid Conferences are held approximately two weeks after the ITB or RFP is distributed.

Procedures for conducting Formal Specifications Workshops and Pre-Bid Conferences are the same.

A. Notice

Public notices of date and time of a Formal Specifications Workshop are sent to all interested parties, including appropriate SEF equipment managers and user agencies. Sufficient notice should be provided to allow all interested parties adequate time to make arrangements to attend.

B. Interested Parties

"Interested parties" are determined by sending a letter of interest to everyone listed for the appropriate supply or service on Department of Administration's State Bidders List. Included are all other known prospective bidders/offerors, appropriate SEF equipment managers and state users of the supply or service.

C. Response From Interested Parties

The letter of interest requires an affirmative response by the recipient if they are interested in receiving a copy of the ITB/RFP and/or are interested in attending the formal specifications workshop.

D. Advance Copies

If time permits, draft copies of the ITB or RFP are sent to all "interested parties."

E. Workshop Proceedings

1. The entire workshop proceedings are tape recorded. Participants are requested to identify themselves for the tape prior to asking questions, commenting, etc. All participants are requested to sign a workshop attendance sheet.
2. Both the procurement officer and equipment analyst will hand annotate their workshop copies of the draft ITB/RFP. Their annotated copies will be permanently filed in the appropriate file.
3. Participants are instructed that the formal specifications workshop is for information only. Any statements made at the meeting will not be official until verified in writing by the SEF Procurement Office.
4. The equipment analyst will conduct discussions with prospective bidders/offerors and users regarding specifications.