



## CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

### **Notice to Bidders and Offerors Regarding Acceptance of Only Electronic Submissions**

Pursuant to CPO Notice 2020.06, State agencies shall only accept electronic submissions for competitive solicitations (Invitation for Bid (IFB), Request for Proposal (RFP), and Leasing RFI) through BidBuy. Manual submissions in paper format or on electronic medium, for example USB drives or digital video discs (DVD), shall not be accepted nor considered.

When this notice is attached to the published solicitation, bidders and offerors are:

- notified and required to submit their response to the State's solicitation through BidBuy. Any information sent to the State outside of BidBuy, for example by US Mail, FedEx, UPS or hand delivery, will neither be accepted nor considered.
- notified that the requirement to submit electronic responses supersedes any conflicting instruction or information contained in the IFB or RFP. The IFB and RFP contain instructions when submitting bids or offers in paper format. These instructions do not apply and should not be considered as they may cause confusion.
- notified that submissions will only be considered if they are received through BidBuy and on or before the time and date indicated in the Bid Opening section within the solicitation. Any required attachments must be submitted via BidBuy.

**NOTE:** Requests for Proposals require vendors to submit documents through two separate BidBuy Bid numbers.

Vendors must utilize the Primary Bid number to submit their technical proposal and other required documentation, for example Forms A or B. Vendors are NOT to submit their pricing document through the Primary Bid number.

Vendors must utilize the Secondary Bid number to submit their pricing proposal. This ensures that pricing remains "locked", or unavailable to be seen, until after technical evaluations are completed.