

Formalized Bid Process

About the procedure: The formalized bid process will be used in accordance with RESA policies [3660](#) and [3660-R](#) (Bids and Quotation Requirements) and the State of Michigan Department of Education's Competitive Bid Threshold for the current fiscal year.

Items Required: Requestor's (department) scope of work (SOW)/specifications for the product/service
Completed Table on page 2 of this document

Directions:

1. Contact the WCRESA Purchasing Consultant as soon as you are aware of the need for the item, service or board approval (the consultant will collaborate with you to meet deadlines; however, allowing a minimum of 4-6 weeks to complete the bidding process is greatly appreciated).
2. Requestor will work with the Purchasing Consultant to develop the project timeline, discuss project specifications and to solidify the bid method.
3. Requestor to complete the table on page 2 of this document; and send an electronic copy of the project specifications to the Purchasing Consultant for review. The Purchasing Consultant will incorporate the specifications into a draft of the Request for Proposal (RFP) (to be posted to the WCRESA website for prospective vendors).
4. The Purchasing Consultant will send a draft of the RFP to the requestor for review and approval.
5. After the RFP is approved by the requestor, it will be saved to its final format, the RFP will be posted on the WCRESA website and Purchasing will advertise its posting to the appropriate outlets.
6. The Purchasing Consultant will schedule and arrange a bid opening. (Requestor is expected to attend the bid opening).
7. After the bid opening, the Purchasing Consultant will create a spreadsheet pricing summary and provide (along with copies of proposals received) to requestor so requestor can begin their internal review.
8. Upon decision, the requestor will provide a Board recommendation draft (along with any and all additional scoring matrices they created to make the proposed decision) to the Purchasing Consultant. The Board recommendation should explain in detail why the proposed vendor is preferred over other proposals received.
9. Upon Purchasing Consultant's approval of Board recommendation, the document will be forwarded to the Deputy Superintendent in preparation for WCRESA Board review and approval.
10. For auditing purposes, the bid files will be saved by the Purchasing Consultant for a period of seven (7) years (the consultant may request additional documents and/or information from the requestor for the file).

Please contact the WCRESA Purchasing Consultant at any time during this process for additional guidance and questions related to bidding methods and requirements.

Date of Submission to Purchasing:	
Wayne RESA Primary Contact Name:	
Email:	
Direct Phone:	
Description of Bid Request (please include electronic copy of scope of work):	
Has this project been bid before? If so, what year? RFP/Bid Number (if known)?	
Preferred Board Date Review:	
Approximate Dollar Value of Purchase:	
Has Funding Been Approved?	
Funding Source and Name (e.g. grants, etc):	
Account String to be used for ordering (if known):	
Are other school districts to be included in this bid? If so, please list all	
Suggested Vendors to Include in Bid*: (provide contact names, email and/or phone numbers for all vendors you would like to include)	

**Bids will be posted to Wayne RESA; however, departments may provide a list of vendors for Purchasing to notify once RFP is posted*