

The Bidding Process – Cooperative Bidding Program

When there is a need for a new category of goods or services or additional items in an existing category, submit a request to the Cooperative Bidding Program by using the following email: coopbids@esboces.org or contact the Program Administrator directly at 631-687-3160, currently Laurie Conley. Any new requests must be approved by Eastern Suffolk BOCES Administration and reviewed by the Cooperative Bidding Program Advisory Committee.

You may be contacted and asked for specific details regarding your request. This may require a meeting in person or over the phone; a member of the Cooperative Bidding Program staff may contact you for further input with the specifications. If necessary, an Ad-Hoc committee will be scheduled to assure creation of a good solid specification.

- All new bids are sent to the attorney for review.
- Purchasing will advertise the bid in Newsday, Suffolk edition. By law, the bid must advertise five (5) days prior to the bid opening; however, we prefer to give the vendors two to three weeks, on average. This fosters open competitive bidding. Purchasing will be happy to accept known available sources and give them a courtesy call informing them of the bid.
- All bids are also posted on www.empirestatebidsystem.com. This is a free service provided by BidNet. As a free service, the vendor is responsible to check for current bids and to monitor the website for any addendums associated with said bid. A vendor can also become a member of BidNet. The benefit of being a member is that the vendor will receive automatic e-mails when a bid is posted that pertains to their particular commodity/service. As a member, the vendor will also be alerted if/when an addendum is posted on a bid. Any questions or problems with BidNet should be directed to BidNet at 1-800-835-4603.

The bid is publicly opened on specified day. No bids are accepted after the stated time of the bid opening on the Notice to Bidders, which is 11:00 a.m.

- Once received, all bid responses are entered by the Principal and/or Senior Account Clerks, proofed by the support staff and analyzed and evaluated by the Purchasing Technician to determine the lowest responsive, responsible bidder and compliance with the requirements. The complexity and size of the bid must be considered in the amount of time the analysis /evaluation process will take the Purchasing Technician.
- A recommendation for award or rejection is then submitted to the ESBOCES Board for approval. Purchasing must submit the Recommendation to the Board a full month prior to the Board meeting.
- Once approved/rejected by the ESBOCES Board, award letters, with attached vendor awards, and/or non-award letters are sent to participating vendors notifying them of the outcome of the bid.
- Bid Awards are posted on the Cooperative Bidding Program website on the day the bid becomes effective.
- This process can take anywhere from two months to three months, depending on the complexity of the bid.