

**NORTH HAVEN PUBLIC SCHOOLS
BIDDING PROTOCOL**

1. All items to be purchased, which may require bidding, are based on budgetary requests/appropriations which have already been approved as the purchasing process begins.
2. Based on a definable timetable, the administrator is asked to provide a brief outline of what is to be purchased. They are free to submit product ads, cuts or downloads - they are not authorized to call potential vendors.
3. Once that is submitted the person making the request is finished—until they are informed, after the process is complete, when to expect delivery.
4. The business office with the approval of the Superintendent of Schools creates a bid specification which consists of:
 - Invitation (always the same)
 - Bid Spec
 - Notes to Bidders (boiler plate)
 - Bid Form
5. The Invitation contains the product/service and the date/time/place of opening. These are the only variables. Any bidder effort to modify the spec, once issued, is to be negated.
6. The bid opening is formal and should, frankly, be ceremonial. The bidders should be welcomed, intros made, the bids closed on time, opened, read and tabulated in the order received. Then the apparent low bidder should be called out, everyone should be thanked and the bid opening ended.
7. The bids should be collated and packaged for review/award.
8. The Superintendent should be advised of the bids by copy of the bid tabulation sheets. The Superintendent recommends the award.
9. The bid should be awarded as soon as all deliverables (certificates of insurance, etc) are in place. Letters go to all bidders.
10. The schools are responsible to report receipt of goods/services and certificates of completion of the order.
11. The process is not subject to modification or negotiation.
12. In most cases, the Purchase Order citing the bid#/spec makes a contract.