

## BASIC PROCUREMENT METHODS:

### **Request for Proposal (RFP):**

This method of procurement is used for professional services and some general services. A RFP will contain technical specifications or a Scope of Work for which the bidder must respond with a sealed proposal response. A formal closing date and time is established. The RFP is advertised and emailed and or mailed to those vendors on the County vendor list. Subjective evaluation criteria is included in the RFP and used by the evaluation team for the purpose of selecting a contractor.

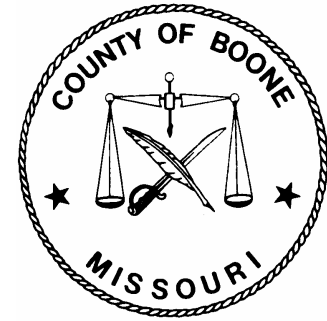
**Informal Quotation:** County departments utilize this form of competition when the cost of goods to be purchased is between \$2500 and \$4,499.99. An Informal Quotation is accomplished at the Department level and do not generally involve the Purchasing Department

**Formal Request for Bid (RFB):** A Formal request for bid is utilized when the total purchase exceeds \$,4500. The County also uses this method when the life of a term and supply contract is valued more than \$,4500. The RFB document will contain well-defined standard technical specifications for the nature of the service or product requested. A formal closing date and time is specified. The bidder must comply with this requirement in order to be considered for award. All Formal Request for Bids are handled by the Boone County Purchasing Department.

## BID RESPONSE TIPS

1. Read **ALL** bid documents immediately upon receipt.
2. Contact the Purchasing Department with any questions
3. Using a typewriter or ink, fill in all blanks **clearly**.
4. Remember to make and submit the required # of copies and the **original**.
5. Turn your bid in as soon as possible. The deadline dates and times are **strictly** adhered to. The County cannot accept any late bids. In the event of only one bid, the county may delay the bid opening
6. Attend the pre-bid conferences, if applicable.
7. Pay close attention to the terms **must, shall, should** or **may**.
8. Use the forms provided for bid submission

# HOW TO DO BUSINESS WITH BOONE COUNTY, MISSOURI



PREPARED BY:

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SENIOR BUYER

## **BOONE COUNTY PURCHASING DEPARTMENT MISSION STATEMENT:**

To establish formal criteria and purchasing regulations establishing quality and Protection of public interest while, at the same time, assuring that regulations are not excessive, conflicting, or do not impose undue costs. The development, content, and approval of all purchasing policies, regulations, and procedures, as established by this department, shall be common among departments, where possible, and shall be consistent with commonly accepted purchasing principles. All purchasing shall acquire the benefits of competition to the maximum extent practical through the use of formal advertising or sealed bid, here applicable, with the intent to encourage submission of bids by any and all qualified suppliers. This ethical and impartial relations with all suppliers to enhance prestige, while achieving the goals and objectives regarding purchasing activities.

## **WHAT TO EXPECT AFTER A SEALED BID IS OPENED**

The Purchasing Department is responsible for the bid opening at the time and place noted in the request. If a vendor is interested in a copy of the bid tabulation, they may download it from our website. Also available are Request for Bids/Proposals, Bid Tabulations and Bid Award information on our Website @ [www.showmeboone.com](http://www.showmeboone.com) Following the bid opening, the Purchasing Department will complete a bid tabulation. Bids will be reviewed for responsiveness. All documents are forwarded to the department(s) involved in the request along with a bid award recommendation upon approval by the department(s), the Purchasing Department forwards all contract documents and Requisitions to the required office(s). The bid award is scheduled with the Purchase Boone County Commission. Upon approval by the Commission through two formal readings, the successful vendor is notified and asked to sign the contract. The County mails a "Notice to Proceed" letter to Contractor. Contract Administration is completed at the department level. Any problems that cannot be resolved at the department level will be reported to the Purchasing Department.

## **VENDOR REGISTRATION FORM**

To register as a vendor to do business with Boone County, go to [www.showmeboone.com](http://www.showmeboone.com). Then select "purchasing", then select "vendor registration". Select *Submit or Edit Vendor Application*. Complete your Information and select *submit*. Select commodities at *View All Product/Services Categories*. Select one commodity and hit *go*. "Check-mark" the commodities to select. Then click *add codes*. Continue to add additional commodities. When completely done, click on *submit*. At the next screen, select *confirm*. At the next screen, review your vendor information. If correct, click *Confirm*. Please have multiple people from your organization register. We are not responsible if you are on vacation and do not receive the e-mail notification. It is your responsibility to keep your vendor information up-to-date.

### **Contact Information:**

Boone County Purchasing  
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[www.showmeboone.com](http://www.showmeboone.com)