



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

Pursuant to CPO Notice 2023.12, State agencies shall only accept electronic submissions for competitive solicitations (Invitation for Bid (IFB) and Request for Proposal (RFP)) 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 no longer require vendors to submit documents through two separate BidBuy Bid numbers. BidBuy is now capable of "locking" price so that pricing proposals may be viewed only after the evaluation of technical proposals. When responding to an RFP, Vendors shall enter pricing either on the items tab or in pricing attachments, depending upon the instructions provided in the pricing section of the RFP document.

Price entries on the items tab will be locked automatically upon submission of the offer. If the agency requires pricing to be submitted in an attachment, Vendor shall upload pricing under the "Required Documents" section on the attachments tab and check the box "Does the Attachment contain any pricing, cost or discount information?". Failure to check this box allows your pricing to be viewed when bids are opened and may result in disqualification of your offer.