




## Notice 2022.08 General Services

To: Agency Procurement Staff  
Central Management Services Bureau of Strategic Sourcing  
State Purchasing Officers

From: Ellen H. Daley 

Date: January 13, 2022

Subject: Price Submission Using Items

CC: Procurement Compliance Monitors  
Procurement Policy Board

---

This notice is effective immediately.

Agencies shall require bidders and offerors to submit pricing for Invitations for Bid (IFB) and Requests for Proposals (RFP) using the Items tab in BidBuy.

Receiving pricing via Items has many benefits to agencies and vendors.

- Agency benefits:
  - Automatically calculates the low bid or offer
  - Saves time transferring pricing from a document to a new BidBuy quote
  - Keeps pricing confidential until it is time to open pricing
- Vendor benefits:
  - Clarifies and standardizes submission of pricing
  - Prevents data entry errors and disqualifications

If the nature of the pricing format means the low price cannot be calculated using the Items tab in BidBuy, then agencies may use other means of submitting pricing after consultation with and the approval of their SPO. If the SPO approves use of a separate attachment for pricing, the agency shall use the Required Quote Attachment field on the Attachments tab in BidBuy, indicating that the pricing document must be uploaded where specified.

If the SPO approves use of a separate pricing document when procuring with a Request for Proposal, agencies shall write in the description field for the Pricing Required Quote Attachment:

*“Check the ‘Does this Attachment contain any pricing, cost or discount information?’ box.  
Failure to mark box when attaching a pricing document may result in disqualification.”*

If you have questions regarding this, please contact your State Purchasing Officer or the Chief Procurement Office for General Services at (217) 558-2231.

- End -