

Procurement Services 203 West O Street Russellville, AR 72801 purchasing@atu.edu 479.968.0269

Request to Initiate Invitation for Bid (IFB)

Under \$20K no IFB required \$20-75K Unsealed IFB required 3 quotes may be submitted with this form for review by Procurement Services. \$75K or more Sealed IFB required

The Invitation for Bid process is used for soliciting proposals that are awarded based on price. This form must be completed, signed, and submitted to purchasing@atu.edu to begin the bidding process. All fields are mandatory. Standard response time to this request is 5-10 working days. Upon completion of the final draft of the bid document the requestor will be required to acknowledge final approval before Procurement will release for responses from vendors. The timeline below may be used as a reference, and may vary depending upon the complexity of the solicitation.

- 1. Submission of the completed Request to Initiate Invitation for Bid Form to Procurement.
- 2. Procurement returns draft of bid document for review to requestor. (5-10 Days)
- 3. Requestor reviews draft of bid document and returns with suggested changes. (Dependent upon response time of requestor.)
- 4. Procurement produces a final draft of the bidding document and sends to requestor for final review. (5 days)
- 5. Requestor reviews the final draft and responds to Procurement with approval. (Dependent upon the response time of the requestor.)
- 6. Procurement sets an opening date and time for the bid and releases for vendor response. (5 days) Sealed bids must be posted for at least 10 working days. Unsealed bids must be posted a minimum of 5 working days.

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Requesting Department Information						
Name of Requestor	Department	Phone Number	E-mail address	Date		
Requisition Number	If software purchase, has this been approved by the ATU Software Evaluation Committee? Yes No					
	If no, stop and obtain approval from that committee before submitting this form.					
	Bid Docume	nt Information				
2. Deliverables: Describe the	precise deliverables vou ar	re seeking (e.g. tra	ining of staff: computer progr	ram to		
integrate disparate systems; h						
3. Describe your current envir solution/services (i.e., if comp process analysis a description	outer software, a description	on our IT network	and programs it would connec			

Requestor's Signature:		
Supervisor's Signature:		
Procurement Use Only: Received: Final draft sent/rcvd:	1 st draft sent/rcvd: Subsequent drafts sent/rcvd:	
Release date:	Subsequent draits sempreval	