

## BASIC PROCUREMENT METHODS

**Request for Proposal (RFP):** This method of procurement is used for professional services and some general services. An 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 less than \$6,000. An informal quotation is accomplished at the department level and does not generally involve the Purchasing Department.

**Formal Request for Bid (RFB):** This method of procurement is used when the total purchase exceeds \$6,000. The County also uses this method when the life of a term and supply contract is valued at more than \$6,000. 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 RFBs are handled by the 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 number of copies along with 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 **may, must, shall** or **should**.
8. Use the forms provided for bid submission.

# HOW TO DO BUSINESS WITH BOONE COUNTY, MISSOURI



PREPARED BY:

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DIRECTOR OF PURCHASING

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## **BOONE COUNTY PURCHASING MISSION STATEMENT**

To establish formal criteria and purchasing regulations which create 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 purchases shall be subject to the benefits of competition to the maximum extent practical through the use of formal advertising or sealed bid, where applicable, with the intent to encourage submission of bids by any and all qualified suppliers. This ethical and impartial treatment of suppliers stands to enhance the prestige of this department while achieving the goals and objectives surrounding 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 at [www.ShowMeBoone.com/purchasing](http://www.ShowMeBoone.com/purchasing). Also available are Request for Bids/Proposals, Bid Tabulations and Bid Award information.

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 contract documents to County legal counsel and then the vendor for approval. Once contracts are returned approved by both parties, all documents including any requisition are forwarded to the required office(s) and the bid award is scheduled with the Boone County Commission. Upon approval by the Commission through two formal readings, 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**

To register as a vendor to do business with Boone County, go to [www.ShowMeBoone.com](http://www.ShowMeBoone.com) and select "Purchasing", then select "Vendor Registration" and follow the online instructions to Apply for a Boone County Vendor ID. Please have multiple people from your organization register. It shall be the responsibility of the vendor to keep their contact information current. The County is not responsible for "undeliverable" e-mailed bids due to out-of-date vendor information. The County recommends that the vendor register with two contacts to ensure receipt of bids.

**Note:** Vendors registered with "undeliverable" e-mail addresses may be purged from our database.