

## **OVERVIEW OF THE IFB PROCESS**

- 5.1 The IFB is issued pursuant to Subchapter 6 of HAR Chapter 3-122, implementing HRS §103D-303.
- 5.2 The procurement process begins with the issuance of the IFB and the formal response to any written questions or inquiries regarding the IFB. Changes to the IFB will be made only by Addendum.
- 5.3 Bids shall be received on HePS. The register of bids and Offerors' bids shall be open to public inspection after posting of the award.  
  
All bids and other material submitted by Offerors become the property of the State and may be returned only at the State's option.
- 5.4 The Procurement Officer, or an evaluation committee approved by the Procurement Officer, shall evaluate the bids in accordance with the evaluation criteria in Section Four.
- 5.5 Bids may be accepted on evaluation without discussion. However, if deemed necessary, prior to entering into discussions, a "priority list" of responsible Offerors submitting acceptable and potentially acceptable bids shall be generated. The priority list may be limited to a minimum of three responsible Offerors who submitted the highest-ranked bids. The objective of these discussions is to clarify issues regarding the Offeror's bid before the BAFO is tendered.
- 5.6 If during discussions there is a need for any substantial clarification or change in the IFB, the IFB shall be amended by an addendum to incorporate such clarification or change. Addenda to the IFB shall be distributed only to priority listed Offerors who submit acceptable or potentially acceptable bids.
- 5.7 Following any discussions, Priority Listed Offerors will be invited to submit their BAFO, if required. The Procurement Officer or an evaluation committee reserves the right to have additional rounds of discussions with the top three (3) Priority Listed Offerors prior to the submission of the BAFO.
- 5.8 The date and time for Offerors to submit their BAFO, if any, is indicated in Section 1.4, IFB Schedule and Significant Dates. If Offeror does not submit a notice of withdrawal or a BAFO, the Offeror's immediate previous offer shall be construed as its BAFO.
- 5.9 After receipt and evaluation of the BAFOs in accordance with the evaluation criteria in Section Four, the Procurement Officer or an evaluation committee will make its recommendation. The Procurement Officer will award the contract to the Offeror whose bid is determined to be the most advantageous to the State taking into consideration price and the evaluation factors set forth in Section Four.

- 5.10 The contents of any bid shall not be disclosed during the review, evaluation, or discussion. Once award notice is posted, all bids, successful and unsuccessful, become available for public inspection. Those sections that the Offeror and the State agree are confidential and/or proprietary should be identified by the Offerors and shall be excluded from access.**
- 5.11 The Procurement Officer or an evaluation committee reserves the right to determine what is in the best interest of the State for purposes of reviewing and evaluating bids submitted in response to the IFB. The Procurement Officer or an evaluation committee will conduct a comprehensive, fair and impartial evaluation of bids received in response to the IFB.**
- 5.12 The IFB, any addenda issued, and the successful Offeror's bid shall become a part of the contract. All bids shall become the property of the State of Hawaii.**