

The Mini-Bid Process and Quick Contract Processing

Note: Quick Contracting Applies to State Agencies Only!

In an effort to streamline the procurement of [IT Services](#) through the mini-bid process, OGS and OSC have agreed upon the following **Quick Contracting Procedures** for projects which follow the Mini-Bid Guidelines for soliciting computer Consulting, Systems Integration, or Training bids from the eligible list of back-drop contractors. **Quick Process Contracting Guidelines** can be found in the OSC Bid Evaluation Packet.

After bids are received and a "winner(s)" is/are selected, IF the selected contractor(s) total cost for the project is less than **\$300,000**, and all of the following criteria are satisfied, THEN OSC will review the project documentation within 3 to 5 business days:

CHECKLIST	MINI-BID
1. \$ Dollar Value	Less than \$300,000
2. Contract information is correct	Validation
3. Contract Reporter	RFP for back-drop contracts was advertised in the Contract Reporter (not required with this submission)
4. Specifications	Project Definition (PD) or Request for Training Services (RTS) was written and sent out to solicit and encourage competition among all qualified back-drop contractors
5. Appendix A	Included as part of the back-drop contract (not required with this submission)
6. (i) Method of Award (ii) 3 or more bids received (iii) Evaluation and Award	(i) Included as part of PD or RTS (ii) At least 3 bids received, (iii) Evaluation based on "Best Value"
7. Disqualification or Rejection	No bidder who otherwise would have been the awarded bidder was disqualified and no bid which otherwise would have been selected was rejected
8. Bid Protests or Objections	The certifier is unaware of any bid protests or objection to the award.
9. Certification form (Attachment A) *	Completed
10. Payment Method	AC340 - Batch Type is "QDA"
11 Summary & Affidavit form *	1 original and 2 copies completed and signed
12. Signatures	By Authorized Contracting Instrument
13. Procurement Record Checklist *	Completed
14. OSC Review Turnaround	3 to 5 days

*Refer to the Mini-Bid Guidelines and OSC Bid Evaluation Packet to obtain forms noted in the above table.

Note: the supporting documentation submitted to OSC is the same as that which is submitted for all routine mini-bids. It is the OSC review process which is abbreviated - NOT the documentation provides to OSC.

Questions about this procedure may be directed to:

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