



3323 A

Procedures: Evaluation of Bids and Proposals

Regulation 3323 A

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I. PURPOSE

The purpose of this regulation is to establish the procedures for evaluation of bids and responses to requests for proposals.

II. GENERAL STATEMENT OF REGULATION

- A. The Superintendent shall designate a responsible party to preside at the evaluation of bids or proposals.
- B. The bids or responses to requests for proposals shall be opened in public at the prescribed time and place.
- C. Bids shall be tabulated by the Superintendent's designee.
- D. After bids have been opened and tabulated, they will be available to those interested for copy and study. A summary tabulation of the bid shall be available to all bidders upon request.
- E. After proposals have been opened and evaluated and purchase agreements executed they will be available to those interested for copy and study.
- F. Requests for evaluated bids or proposals may be made in person, by electronic communication or in writing.
- G. A record of the award shall be maintained by the Superintendent's designee which record will be made available to interested parties upon the same basis as the bids or proposals.

Legal References:

Minn. Stat. §13.591 (Business Data)

Minn. Stat. §123B.52 (Contracts)

Minn. Stat. §471.345 (Uniform Municipal Contracting Law)

Cross References:

MPS Policy 3312 (Bidding Procedures)