

3004.2

Reverse Auctions For Procuring Supplies

Teachwell may conduct online reverse auctions to procure supplies or nonprofessional services.

Invitation to Qualify. Prior to the auction, Teachwell will pre-qualify bidders by inviting them to qualify for the auction. The factors Teachwell will use to determine if a bidder is qualified will be stated in the invitation, and Teachwell will not use any other factors to qualify bidders. Teachwell will advertise the invitation to qualify as it would advertise for public improvements.

After receiving responses from potential bidders, Teachwell will notify each bidder whether it qualifies for the auction. Teachwell will not disclose the identities of bidders until after the reverse auction.

Teachwell must clarify, negotiate, and accept all specifications and terms and conditions before inviting vendors to the auction.

Auction Process. Bidders will enter bids on the internet, and Teachwell will not accept bids by any other method. The online auction may not disclose to the bidders who has placed a particular bid, but may only show the amount.

Teachwell may suspend or terminate the auction for any reason. Teachwell may establish an extension activation period, during which Teachwell will extend the auction a certain number of minutes if a bid is received. This period must be at least ten minutes.

Technical Issues. If a bidder is unable to place bids during an auction for any reason, Teachwell will suspend the auction until all bidders regain the ability to place bids via the internet auction site. Teachwell may reschedule the auction if the problem cannot be resolved quickly. When the auction resumes, the time remaining will be the same as when the auction was suspended or ten minutes, whichever is greater.

After the Auction. Teachwell may change specifications or terms and conditions after the auction only if the changes do not affect the reason a vendor was denied qualification. Once the auction is complete, the award will be made in accordance with district policy on public improvement contracts.

Adopted on: 8/15/2023

Revised on: _____

Reviewed on: _____