



- I. Purpose                    To provide for potential offerors to review and offer feedback on the proposed specifications on certain capital equipment procurements prior to release/advertisement of the solicitation.
- II. Scope                    These procedural guidelines apply to all contentious heavy equipment (i.e., off road, large trucks, etc.) and specialized equipment solicitations to be reviewed by potential offerors to assure the most open, non-restrictive specifications which meet the needs of the County.

III. Responsibility

The Purchasing Agent responsible for the procurement shall endeavor to ensure that potential offerors are provided the opportunity to review and offer feedback on the proposed specifications as provided by the client department.

Upon receipt of the proposed specification from the client department the Purchasing Agent shall assure that the potential offerors are provided a copy of the proposed specifications with a cover letter per Form OF0055.

The Purchasing Agent shall collect the feedback from the potential offerors through the letter requested response date and time for the feedback, and provide this feedback to the client department.

The client department shall analyze this feedback for consideration of possible modifications/revisions to the proposed specification to assure the most open, nonrestrictive specification, which meets the needs of the County.

After revisions of the specifications by the client department, the Purchasing Agent, the client department and advisory resources (i.e., Purchasing Manager, Legal, etc.) shall determine, on a case by case basis, if a specification review meeting should be held with the potential offerors to discuss the revised specifications prior to release of the specification, or if the solicitation should be finalized and released/advertised. Specification Review Meetings should be taped for future reference.

It is recommended that a pre-solicitation (Pre-Bid) conference be held with potential offerors during the solicitation process to assure additional discussion and possible revisions via addenda prior to receipt of offers. (Bids)