

**NO BID**  
(By Larry Weeks)

So what do you do when you receive an Invitation for Bid and it's not a project you're ready to accept? Do you simply throw the IFB away? Do you file it? Recycle? Chances are that if you simply disregard the IFB and do not respond at all, your business may be in jeopardy of not receiving an IFB the next time. Does that mean you need to spend hours putting figures together just to keep your name on the "list"? Not necessarily. Let's make the connection of how the "list" works so you can develop a bidding strategy that's best for your business.

First of all, the "list" may take on different names. In education we call it the Prospective Bidder's list. Other agencies may call it a Pre-Qualification list. In either case the "list" signals purchasing to send you appropriate Invitations for Bid when they become available. Many political subdivisions, like YUHSD, make completing a Prospective Bidder's application easier by making it available online (<http://www.yepa.us/vendorform.asp>). With this particular application you can select up to five (5) industry categories that communicate to the buyers the type of business you are in. Completing the application one time gets you on the "list" for most of the school districts in Yuma County.

It's to your benefit to first get on the Prospective Bidder's list and then to stay on it. And that's how we get back to what you do after receiving an Invitation for Bid. You can choose to complete the bid and return it to the purchasing office or simply ignore it and throw it away, right? Wrong! You have a third choice which is to NO BID. You may not want to put hours into a bid that's not right for your business and at the same time if you don't do something, you risk being dropped from the "list" which means no more Invitations for Bid. To a purchasing agent, receiving a NO BID fulfills part of the requirement to promote competition. A NO BID response from your business means that you've read the packet and have chosen not to respond to this project but that you want to stay considered for future projects. It's a very important piece of communication that is often overlooked. By not communicating to the purchasing office, you may be removed from the Prospective Bidder's list and lose future opportunities.

How do you NO BID? Many Bid packets have the NO BID option on the cover or first page. Simply write in your business name, check NO BID and either mail it or fax it to the soliciting agency. If a NO BID form is not available, you can simply write and mail a NO BID letter to the purchasing office. The trick is to make sure you do it before the bid closing date and time; otherwise you've done it all in vain. It will be treated just like a Late Bid and you won't get your NO BID credit. YEPA (Yuma Educational Purchasing Association) has automated the process making NO BID easier. If you're a YEPA member simply click the NO BID link you received in your email and respond accordingly. The NO BID is automatically sent back to the using agency and you receive a receipt for your "hard work".

Communication is part of the check and balance system required for a successful procurement. Your response to Invitations for Bid in either one form or another is not only appreciated but also required.

Larry Weeks, MBA CPPB is the Director of Materials Management for YUHSD No. 70. He can be reached at 782-4881 or [lweeks@yumaed.org](mailto:lweeks@yumaed.org) - [www.yepa.us](http://www.yepa.us)