**Frequently Asked Questions**

Q1: Once a vendor becomes a CERTIFIED BUSINESS, how does the Procurement Office know to apply Preference #1 during the bid evaluation process?

A1: The CERTIFIED BUSINESS must indicate on the Bid Event Details document that the CERTIFIED BUSINESS is claiming the Bidder Preference and submit the completed Bid Event Preference Attachment for CERTIFIED BUSINESSES.

Q2: How does a bidder utilize a preference for purchases from a State Use Vendor (Preference #2)?

A2: The bidder must indicate on the Bid Event Details document that the bidder is claiming the Bidder Preference and submit the completed Bid Event Preference Attachment for Preference #2 along with the certification signed by the State Use Vendor.

Q3: Howe does a bidder utilize a preference for purchases from a CERTIFIED BUSINESS (Preference #3)?

A23: The bidder must indicate on the Bid Event Details document that the bidder is claiming the Bidder Preference and submit the completed Bid Event Preference Attachment for Preference #3 along with the certification signed by the CERTIFIED BUSINESS.

Q4: Can a bidder utilize more than one of the three preferences on a Bid Event?

A4: No.

Q5: Can a bidder submit a bid on multiple Bid Events based on their purchases from State Use Vendors and Certified Businesses?

A5: Yes.

Q6: Can a bidder request the use of Bid Preference #1 with a promise to get certified and hire persons with disabilities within a window of time AFTER the bid closing date?

A6: No. The statute states that the preference can only be used by a Certified Business, which means that a business must be Certified BEFORE the bid closing date and time.

Q7: Can a bidder who buys products from a State Use Vendor for RESALE purposes consider those purchases in association with Bid Preference #2 – Purchases from State Use Vendors?

A7: No.

Q8: If a bid closes on June 30, 2013, what time period should be used to determine fiscal year purchases?

A8: The fiscal year purchases are based on the CLOSING DATE of the bid event. If a bid closes on June 30, 2013, the purchases that qualify would be from July 1, 2011 to June 30, 2012. If the bid closes on July 1, 2013, the purchases that quality would be from July 1, 2012 to June 30, 2013.

Q9: When does a CERTIFIED BUSINESS need to be recertified?

A9: Recertification for CERTIFIED BUSINESSES is based upon the State’s Fiscal Year calendar. The State’s Fiscal Year goes from July 1 – June 30th. The certification goes through June 30th. For example, if a company was certified on August 1st, 2015, their certification would last until June 30, 2016.

Q10: Is the Bidder Preference available for all types of bids?

A10: The Bidder Preference law only applies to bids that are Requests for Quotes (RFQ) and Invitation for Bids (IFB). The bids received are reduced by the applicable percent involved, no more than 10%, to determine the bid to be considered. For example, a bid of $1000 is received. The Bidder Preference of 10% is applied. The amount to be of the bid is shown as $900, but the vendor will still receive $1000 as payment. The Bidder Preference may be taken into consideration when evaluating Request for Proposals (RFPs), but is not used in making any calculations.