



## **PURCHASING DEPARTMENT**

### **2.5 Formal Bid Solicitations**

Purchase requests \$25,000.01 or more require formal bidding coordinated by the Purchasing Office. The solicitation document will be posted online to the State of North Carolina's Interactive Purchasing System (IPS) website for a period not less than ten (10) days.

<https://www.ips.state.nc.us/ips/>

Throughout the formal solicitation process, from the time the document is issued through the time the award is made, all contact with the vendors must be coordinated by the Purchasing Office and the end using department should have no direct interaction with the vendors.

Vendors must complete and return the formal solicitation document in order to be considered for award; simply providing quotations are not acceptable responses and cannot be considered for award.

Please note that it is not permissible to divide requests into multiple, smaller requests with the intent of circumventing the State's bidding rules.