



DEPARTMENT OF MANAGEMENT  
**SERVICES**

4050 Esplanade Way • Tallahassee, Florida 32399-0950

JEB BUSH, GOVERNOR

TOM MCGURK, SECRETARY

April 5, 1999

**MEMORANDUM No. 8 (98-99)**

**TO:** State Agency Purchasing Directors

**FROM:**  George Banks, Director  
State Purchasing

**SUBJECT:** Advertisement of Competitive Acquisitions Using the Vendor Bid System

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Section 287.042(4)(b), Florida Statutes authorizes the Department of Management Services to develop procedures for the releasing of requests for proposals and invitations to bid to include, but not be limited to, publication in the Florida Administrative Weekly or on Government Services Direct.

In our efforts to continue streamlining state purchasing processes and providing electronic alternatives, State Purchasing has developed the Vendor Bid System (VBS) for agencies to provide electronic bid advertisement, notification to registered vendors, and the actual bid document to suppliers who wish to respond to the solicitation.

The Vendor Bid System is an on-line alternative which saves state agencies time and administrative costs associated with printing and mailing such bids.

The Vendor Bid System provides agencies with the ability to post notices or to upload their Invitations-to-Bid (ITBs), Requests-for-Proposals (RFPs), and Invitations-to-Negotiate (ITNs) on the Internet to inform potential vendors of pending acquisitions. When a bid advertisement is placed on the Internet, the VBS interfaces with the registered vendors in the Statewide Vendor File and sends an e-mail notifying the vendor that an agency has advertised a bid document for their commodities/services. The vendor can then download a copy of the complete bid package to their computer or facsimile machine. Although the ability for vendors to return their bids or proposals by e-mail is not a part of the current system, such enhancements will be considered in the future.

In order to take advantage of the Vendor Bid System ability to upload your bid documents, agencies will need to purchase (if they do not already have it) Adobe Acrobat 3.0 or 4.0 software. This software package will allow you to save your bid document files, created in a word processing package, as .pdf files which are needed by VBS in order to display your bid specifications in a completely **secured** fashion. Adobe Acrobat 3.0 or 4.0 (for Windows 95) is available from several vendors. Pricing

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ranges from approximately \$180 to \$250. (Note: Agencies probably only need one copy per purchasing office location.) *Please do not confuse this software with the Adobe Acrobat Reader which is free and available from many Internet sites.*

We encourage all agencies to begin using the Vendor Bid System to provide their bid documents electronically for their competitive acquisitions.

If you have any questions about the Vendor Bid System or the Adobe Acrobat software, please contact Dee Lopez (487-9971), or to arrange for training please contact Ron Brown (414-6742).

GB/vms