



CHIEF PROCUREMENT OFFICE
Fred Hahn, Capital Development Board

Notice 2013.04

Capital Development Board

To: Jim Underwood, Executive Director

From: Fred Hahn, Chief Procurement Officer

Date: August 14, 2013

Subject: Mandatory Pre-Bid Meetings

Effective Immediately.

Pre-bid meetings are an important and effective procurement activity. Bidders should be strongly urged to attend pre-bid meetings. Mandatory pre-bid meetings, however, can result in decreased bidder pools and create a hardship for small business. In the event that only one bidder attends it can provide advance information to the potential bidder that they have no competition. Additionally, mandatory pre-bid meetings can extend the time from bid posting to award in order to provide adequate notice of the meeting.

The CPO office can approve mandatory pre-bid meetings specific to a project. A Mandatory Pre-Bid Justification Form must be signed by the Using Agency, CDB and approved by the CPO Office prior to posting the bid with a mandatory pre-bid meeting. A minimum notice of 10 business days from date of bid posting to the date of the mandatory pre-bid meeting is required.