

BID SUBMISSION VIA EMAIL ONLY – Update Effective 12/7/2020

Until further notice, The Kansas Department of Administration, Office of Procurement and Contracts is **only accepting bids via email**. Any exceptions will need to be approved by the Procurement Officer listed on the Bid Solicitation

During this time all bids are to be submitted via email to Procurement@ks.gov. All bids submitted must be received by the Office of Procurement and Contracts by the specific bid closing date and time of 2:00PM CST.

As a reminder, the Office of Procurement and Contracts is closed to the public as a result of the COVID-19 crisis. The Office of Procurement and Contracts will not be accepting hand delivered bids and public bid openings will be conducted via Microsoft Teams with call in option for audio only.

Invitation for Bids (IFB), Requests for Quotations (RFQ) and A-Bids (ARCH) submissions will be publicly read as needed via telecom after the specified Event bid date and time.

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 785-414-8630,, 357404169# United States, Topeka, KS

Phone Conference ID: **357 404 169#**

Tabsheet requests for Invitation for Bids (IFB), Requests for Quotes (RFQ) and A-Bids (ARCH) can be requested by emailing tabsheets@ks.gov. Please include the EVT or A-Bid number on your request. Tabsheets will be emailed within five (5) business days of the request.

Tabsheets for Requests for Proposals (RFP) are not available until the bid has been awarded and the contract(s) have been fully executed or all of the bids have been rejected. A list of bidders may be requested by emailing tabsheets@ks.gov. Please include the EVT number on your request. The list of bidders will be emailed within five (5) business days of the request.

For emailed bids, it is the responsibility of the bidder to ensure the bid date and time is met and the **EVT number and company name is included in the subject line of the email**. Bidders are encouraged to submit bids to the above email address no later than 1:45PM on the bid closing date. This allows time for staff to receive the bid and log it into our system prior to the bid opening at 2:00PM.

For questions regarding confirmation that your bid has been received by the Office of Procurement and Contracts, please call 785-296-2376.

Information regarding when bids can be hand delivered and in-person public bid openings will be reinstated will be posted at the link below:

<https://admin.ks.gov/offices/procurement-and-contracts/>

Thank you for your help in practicing appropriate social distancing during the COVID-19 crisis.

This notice is applicable to the Office of Procurement and Contracts, located in the Landon State Office Building at 900 SW Jackson, Suite 451, Topeka, KS 66612.

Regards,

Rick Beattie

Director of Procurement and Contracts

Kansas Department of Administration

900 SW Jackson, Suite 451 South

Topeka, KS 66612-1216

richard.beattie@ks.gov

<http://www.admin.ks.gov/offices/procurement-and-contracts>