

STANDARD PROCEDURE

Aviation Authority

Number: S410.22

Effective: 02/26/20

Revised: 05/11/22

Page: 1 of 2

SUBJECT: EVALUATION OF
UNSOLICITED OFFERS

PURPOSE: To establish procedures for evaluating unsolicited offers presented for Authority's consideration.

GENERAL: The Procurement Department (Procurement) is responsible for evaluation, acceptance and rejection of unsolicited offers for the purchase of goods and services that are received by Authority Departments and are not otherwise governed under another Policy or Standard Procedure. Parties submitting unsolicited offers that are not accepted by Procurement may be invited to participate in a solicitation.

PROCEDURES:

A. Definition

Unsolicited Offer means any offer other than one submitted in response to an Authority solicitation.

B. Processing of Unsolicited Offers

Any Unsolicited Offer received by the Authority that is being considered for purchase shall be sent to the Vice President of Procurement. The Vice President will oversee the evaluation, acceptance and rejection of Unsolicited Offers.

C. Conditions for Consideration

The following conditions must be met before the Unsolicited Offer can be evaluated:

1. Must be in writing;
2. Must be sufficiently detailed to allow a judgment to be made about the usefulness or utility of the offer to the Authority; and
3. Must demonstrate that the character of the Unsolicited Offer meets either the sole source or government and cooperative contract criteria of Standard Procedure S410.11, Government and Cooperative Contracts and Sole Source Purchase.

D. Evaluation

If the Vice President of Procurement approves the Unsolicited Offer, Section C or Section D

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of Standard Procedure S410.11, Government and Cooperative Contracts and Sole Source Purchase, will be followed as applicable.

If the Vice President of Procurement rejects the Unsolicited Offer, there will be no further consideration of the Unsolicited Offer. The Authority may, at its sole discretion, create a formal solicitation for the item or service offered and invite the offeror of the Unsolicited Offer to participate.

APPROVED: Michael Stephens

DATE: 5/11/22