

Procurement Services is making an early call for Invitations to Bid (ITBs) and Invitations to Negotiate (ITNs) for purchases exceeding \$75,000 with a desired contract start date of July 1, 2019. Beginning the process now will provide adequate time to solicit and award your contracts by July 1, 2019. Generally it takes 30-45 days for contracts to be awarded through the ITB process and 90-180+ days for more complex solicitations (ITNs). Since any ITNs conducted this fiscal year will be pressed for time, please devote some time to review your needs, and contact us as soon as the requirements are known so we can assist in preparing your solicitation packages.

Now would also be a good time to conduct a review of your department's existing contracts and agreements to determine whether to renew, extend, or rebid those acquisitions. If you are unsure whether to renew, extend, or rebid, Procurement Services can assist in determining the different available options.

For more information, please contact any of our procurement professionals at (407) 823-2661.



**Procurement
Services**