

761—20.5(307) Limited solicitation procedures and requirements.

20.5(1) *Bidders lists.* The department shall use its current bidders lists (see subrule 20.4(1)) to the extent feasible and practicable. However, the solicitation will also be offered to any qualified bidder that has requested an opportunity to participate.

20.5(2) *Form of solicitation.* The solicitation shall be as detailed and complete as practicable for the time and resources available.

20.5(3) *Form of response.* Responses shall be submitted in writing or electronically when practicable. Written responses will prevail over oral responses in case of discrepancies, disputes or errors. Following is the order of preference:

1. Original, signed submitted response.
2. Electronically submitted response (facsimile, email, Internet).
3. Oral response (e.g., telephonic).

20.5(4) *Award.* The award shall be offered to that responsible bidder whose response meets the requirements of the solicitation and is the most advantageous to the department. An Iowa bidder will be given preference over an out-of-state bidder when responses are equal in all respects and are tied in price.

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