

261—54.10(73) Notice of solicitation for bids.

54.10(1) *Directory consulted.* The director of each agency or department, the administrator of each area education agency, the president of each community college, and the superintendent of each school district releasing a solicitation for bids or request for proposal under the targeted small business procurement goal program shall consult a directory of certified targeted small businesses produced by the department of inspections and appeals that lists all certified targeted small businesses by category of goods or services provided prior to or upon release of the solicitation and shall send a copy of the request for proposal or solicitation to any appropriate targeted small business listed in the directory.

54.10(2) *Contents of solicitation or request for proposal.* The notice to TSBs of the release of a request for proposal or solicitation for bid shall, at a minimum, include the:

- a. Description of the item to be bid;
- b. Date the bid is to be open and the closing date for submission; and
- c. Contact person in the soliciting agency, department, or education institution.

54.10(3) *TSB directory.* The department of inspections and appeals compiles, and updates on a monthly basis, a TSB directory. The TSB directory contains a listing of targeted small businesses that have been certified by DIA for participation in the TSB procurement program. The directory also includes a list of TSBs which have been decertified.