

Communication with Respondents

All communication with potential respondents should be made only through the Purchasing Department or other designated staff. The program staff should not have contact with potential respondents outside of pre-solicitation conferences. Likewise, a respondent that contacts someone other than authorized staff in regards to a solicitation may be disqualified. While the Purchasing Staff or other designated staff may not be able to answer all of the technical questions asked by potential respondents, they will ensure that the information is provided to all potential respondents.

The solicitation document should only provide a purchasing point of contact with all applicable forms of communication such as telephone, email, etc. Should a potential respondent contact program staff, program staff must politely decline to discuss the procurement and forward the inquiry to the appropriate purchaser.