

Solicitation Announcements / Developing the Bid List

Announcements are an efficient way to reduce mailing costs when publishing large solicitations. If agencies are required to use the CMBL, agencies must send a copy of the solicitation to all vendors on the CMBL bid list for the advertised commodity code. (http://www2.cpa.state.tx.us/com_book/index.html) There may be several hundred names associated with a particular commodity code. An announcement is a one page document sent to all vendors on the CMBL advising them of the upcoming bid opportunity. The vendor is requested to complete the document and fax it back to the agency if they are interested in receiving a copy of the specific opportunity. An example of an announcement can be found in Appendix 2. When the solicitation is mailed, it is only mailed to the vendors who responded to the announcement.