



To: All Vendors

From: Deborah Edgell, Purchasing Director

RE: Changes in Bid and Proposal Submission Requirements

Date: October 1, 2005

Please note the change in TUSD's standard Bid/Request for Proposal (RFP) template and price sheet. Although the Terms and Conditions remains a Word document, the price sheet is an Excel document.

The current change to Section I. Instruction to Bidders/Offerors, A. Directions for Submitting Bids/RFPs, on page 2 of the Terms and Conditions **requests** that the price sheet be completed electronically and returned in both hard and electronic format.

This change will allow the Purchasing Department to complete the submitted price tabulations and abstracts electronically, improving the speed and efficiency at which the bids are awarded and the Bid/RFP results made available to the public. It will also result in a substantial cost savings to the District and the tax payers of Arizona.

Please read and follow the instructions below before completing the Bid/RFP. These instructions are contained in the bid document. They will also be posted on the Purchasing Department website at <http://www.tusd.k12.az.us/bidrfp/rfp.asp>.