

Reverse Auction Procedures

From time to time, it may be advantageous for the General Services Department to enter into a reverse auction for the purpose of obtaining goods at competitive prices. A reverse auction is a method by which the district posts a "buy" offer to an electronic marketplace and interested sellers bid on the offer. All reverse auction offers will be conducted in compliance with the Education Code, Public Contract Code, Civil Code and SMCCCD Purchasing procedures.

- A Senior Buyer will determine when the reverse auction is the appropriate procurement tool.
- Each buyer using the reverse auction site will establish his/her own ID and password credentials on the auction site.
- The reverse auction will be used to procure goods only. It will not be used to procure services unless specifically authorized by the Director of General Services.
- The reverse auction will not be used for offers expected to be less than \$4,000.
- The reverse auction will not be used to procure goods expected to exceed the legal bid limit unless specifically authorized by the Director of General Services.
- If it is determined that the reverse auction is appropriate, the Buyer will assign a reverse auction number in the General Services Bid Log.
- The buyer will develop a "buy" offer (offer) on the reverse auction site.
- Before submitting the offer, the buyer will provide the Director of General Services a copy of the offer for approval. An electronic copy of the approved offer will be retained by the General Services Department on the purchasing shared folder.
- Once approved by the Director of General Services, the buyer will release the offer to the reverse auction marketplace,
- At the end of the auction, the buyer will determine whether to accept the winning bid or cancel the auction if the reverse auction process has not produced a bid that is advantageous to the district or for any reason whatever.
- If a bid is accepted, the seller is notified by the auction site.
- A requisition and purchase order are entered into Banner according to existing district processes.
- The Director of General services will review each buyers' monthly transactions