

## Submit Better Bids or Proposals

My firm would like to submit a bid or a proposal for one of your open solicitations. What do we need to do to make sure that our bid or proposal receives your consideration?

Request a copy of the bid or proposal package as soon as possible after it is released so you have ample time to develop a response.

Thoroughly read the whole RFB or RFP and any accompanying documents. This explains the purpose of the project and all of the information that is required from interested vendors.

If you have questions about our solicitation, the correct format for your document, our selection process, or anything else, contact us as early as possible in the process.

Some RFBs, RFQs or RFPs will have scheduled pre-bid or preproposal meetings so vendors can ask questions or obtain clarifications about the solicitations. If possible, attend the meeting to learn as much as you can about the project. If you are unable to attend, a summary of the meeting plus any Addenda to the solicitation will be posted on our [Procurement page](#). Carefully read these to see if any requirements have changed.

Specific bid selection criteria or proposal evaluation criteria will be described in the solicitation. Make sure you understand these criteria and the project requirements, so your response fully addresses what is requested. Complete or provide all additional forms, certifications, or paperwork requested in the solicitation.

Every RFB, RFQ or RFP lists a date and time as its submittal deadline. We must receive your bid or proposal in our business office before that date and time. We will not accept late bids or proposals and we will return them unopened, no exceptions. JTA prefers that bids, proposals, or statements of qualification be received by email at [jbrooke@jeffersontransit.com](mailto:jbrooke@jeffersontransit.com). However, whether you are using email, regular mail, a delivery service, or hand delivering your bid or proposal, it is your responsibility to ensure it meets the submittal deadline. We cannot accept faxed submittals.

Jefferson Transit selects vendors and awards contracts in an open, competitive process and according to established guidelines. Each solicitation describes the selection process that will apply. If you are not awarded a contract for your bid or proposal, please consider submitting a bid or proposal for the next opportunity. Each solicitation is a new competitive opportunity, and each contract award is made through an independent selection process.