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January 31, 2020

Re: Bid Opening Waiver Request

Steve,

On January 29, 2020, I received the following request regarding two Office of Procurement Bid Openings:

On January 28<sup>th</sup>, DHS scheduled two Division of Children & Family Service Request for Proposal (RFP) bid openings. The first opening was scheduled for 10:00 am CST. for Adoption Summaries, and the second for Home Studies was scheduled at 2:00 pm CST. A prospective vendor left his bid at the DHS front desk at exactly 10:00 am. Another prospective vendor left their bid package document at the DHS front desk and it was logged at 10:02 am. Front desk security staff confirmed the 2<sup>nd</sup> bidder was in the building and in line to submit the package prior to 10:00 am. By the time the front desk had notified DHS Office of Procurement staff of the arrival of both packages, the public opening had already begun with only DHS OP staff present. In addition, on January 29, 2020, our mailroom staff retrieved 3 additional prospective bid packages from the US Postal Service. Tracking stamps show two of the bid packages arrived at the US Postal facility Saturday morning January 25th and the other on Tuesday, January 28th at 7:07 am CST. One of these was for the Adoption Summaries RFP, and two of them were for the Home Studies RFP.

A waiver is requested to allow DHS OP staff to schedule and publicly post new bid openings for Adoption Summaries and Home Studies the week of February 3rd so these good faith submissions may be accepted and included in each respective RFP evaluation.

After careful consideration of the facts presented, I agree that a waiver will result in a more competitive process and will acknowledge that the vendors attempted in good faith to meet the submission deadlines. Please move forward with notice of the new bid openings.

Thank you.

*Mary Kathryn Williams*

Mary Kathryn Williams, J.D.  
Chief Procurement Officer