

ATTACHMENT A

NOTICE

Procedure for Submitting Bid Pricing

Instructions to Bidders:

Montgomery County Public Schools has improved the processing of bidder responses. The item specifications are provided in **Microsoft Excel**. Bidders may now input their pricing, brands, and models in Excel and submit them to MCPS via Flash Drive, with their bid response. If you do not have access to a computer, you may submit your pricing on the Item Specification sheets that are contained in the original bid document.

Please follow the directions below.

NOTE: Bidders are instructed not to alter the format of the spreadsheet. Enter pricing, brand, and model information in the corresponding cells indicated. Any bids submitted on an electronic spreadsheet without the original MCPS protection in place shall be deemed unresponsive.

To obtain Microsoft Excel file:

- 1) Log on to the MCPS Division of Procurement website:
<http://procurement.montgomeryschoolsmd.org/home/Bids>
- 2) Select Bid # **7313.1**

Instructions:

- 1) Copy the file **7313.1 SPECIFICATIONS Excel File.xlsx** to your computer. If you cannot access the file, please contact the Buyer.
- 2) Open the file in Microsoft Excel
- 3) Fill in your company name where indicated
- 4) Enter the Bid Price, Brand, and Model in the appropriate cells. Please **DO NOT** use dollar signs (\$) and do not make alterations to any other columns.
- 5) **For “No-Bid” items, please DO NOT enter zero, “no bid”, or letters: Leave it BLANK.**
- 6) Save the completed Item Specification Excel file to your computer hard drive and include your company name in the file name. You may then copy the renamed file onto a Flash Drive. **Print a copy of the completed Item Specification Excel file and include it with your bid submission.**
- 7) Return your bid proposal according to the enclosed instructions. Be sure to include the Flash Drive in your bid package.

Your bid response must include ALL pages of the completed contract documents, a hard copy of the Excel pricing sheets, and the pricing Flash Drive, if applicable. If you do not have access to a computer, you may submit your pricing on the Item Specification sheets that are contained in the original bid document.

In the event that the Flash Drive information does not match printed or handwritten material, the printed or handwritten material will be accepted as the correct information.