

Bid Opportunities Frequently Asked Questions

- **How do I find bid opportunities?**

1. Go to www.UniversityHealthSystem.com/bids, or
2. General circulation newspapers, or
3. Minority oriented newspapers

- **What is the difference between informal and formal bids?**

1. Informal bids (\$2K - \$25K)
2. Formal bids (over \$25K)

- **Can I submit bids online?**

Yes, online bids are accepted for informal solicitations only.

- **How do I submit a formal bid?**

1. Visit University Health System bid website at www.UniversityHealthSystem.com/bids
2. Find the formal solicitation you are interested
3. Click on the “more” link located next to the name of the solicitation
4. Follow instructions provided (specifications documents, required documents, amendments)
5. No electronic bids accepted
6. Bidders must print, fill out and mail or hand carry them to purchasing by specified closing date and time

- **Do I need to register as a vendor before submitting a bid?**

Yes, in order for vendors to be awarded a formal or informal bid opportunity, they must be currently registered with University Health System.

- **How can I find who was awarded a bid?**

Award information is posted online at www.UniversityHealthSystem.com/bids “bid results archive” link.



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