

**Questions and Answers from Evaluation –Session 3
Held May 20, 2009**

1. How have public openings been handled with only electronic bids received?

Answer: You must still allow for a public forum at the bid opening in accordance with Section 11-35-1520 of The SC Consolidated Procurement Code. Each agency can develop their own internal policy on how to handle public bid openings. For example, ITMO will print off the bid tabulation sheet and read out the vendor name and total in conference room.

2. PO#—Special to your agency or does the # come from a shared pool?

Answer: The Purchase Order numbers are sequential and are shared by ALL SCEIS agencies.

3. Why do you not check goods rcpt for a blanket PO?

Answer: A Blanket Purchase Order is usually used for services that do not require goods receipts. This allows Accounts Payable to make payments without a goods receipt being done. An example of such would be a repetitive service such as garbage pick-up. This is not to be confused with a Blanket Purchase Agreement that **would** require a goods receipt for repetitive goods/services.

*Refer to Section 19-445.2100(B.) of The SC Consolidated Procurement Code

4. When do you place tax and shipping?

Answer: Taxes and Shipping (freight) are added during the creation of the Purchase Order.