

# UNIT 25: BID ACCEPTANCE PERIODS

*October 2003*

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<b>Duty</b>	Evaluate offered bid acceptance periods and take appropriate action.
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<b>Conditions</b>	Given acquisition planning, an invitation for bids (IFB), and bid(s).
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<b>Overall Standard</b>	Reject bids that are not responsive because the offered bid acceptance period did not meet or exceed the minimum required period. When the Government cannot make award within an established bid acceptance period, provide bidders who submitted the lowest bids that have not yet expired an opportunity to keep their bids valid through the contract award process.
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## Policies

<i>FAR</i>	<i>Agency Suppl.</i>	<i>Subject</i>
14.404-1(d)		Extension of the bid acceptance period.
52.214-10(d)		Award during bid acceptance period.
52.214-15		Period for acceptance of bids.
52.214-16		Minimum bid acceptance period.

## Other KSAs

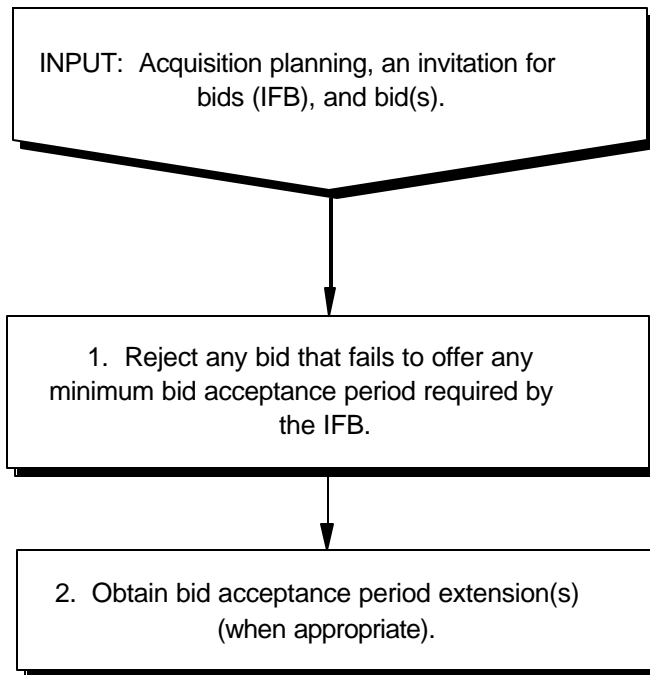
1. Ability to communicate with bidders orally and in writing.
2. Ability to tolerate the stress associated with meeting the time constraints associated with the acquisition process.
3. Ability to demonstrate the interpersonal skills and teamwork needed to obtain extension of a bid acceptance period when necessary.
4. Ability to demonstrate the attention to detail necessary to identify a bid acceptance period that is about to expire.
5. Ability to maintain the honesty and integrity of the acquisition process.

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## Other Policies and References (Annotate As Necessary):

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Tasks	Related Standards
1. Reject any bid that fails to offer any minimum bid acceptance period required by the IFB.	When used, the FAR Minimum Bid Acceptance Period provision (FAR 52.214-16) requires rejection of any bid that does not provide the required minimum bid acceptance period.
2. Obtain bid acceptance period extension(s) (when appropriate).	<p>If contract award may be delayed beyond established bid acceptance periods, request a written extension from each of the several lowest bidders whose bids have not expired.</p> <p>To be acceptable, the bidder must extend its acceptance period in writing before the current period expires.</p> <p>A bid that failed to meet any minimum bid acceptance period cannot be extended.</p> <p>Retain a copy of each extension in the contract file.</p>