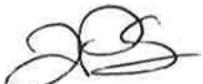


March 23, 2020

TO: Purchasing Offices
Departments, Institutions, Agencies
Commonwealth of Virginia

FROM: J. Peter Stamps 
Director, DGS/Division of Purchases and Supply

SUBJECT: Public Bid Opening Guidance during State of Emergency

March 12, 2020 Governor Northam issued Executive Order (EO) Number Fifty-One, Declaration of a State of Emergency Due to Novel Coronavirus (COVID-19). This declaration allows agencies to enter into contracts without regard to normal procedures or formalities. However, agencies must continue to adhere to the *Virginia Public Procurement Act*. On March 13, I sent out notification of this EO and provided guidance to follow the emergency procurement procedures in Chapter 9 of the Agency Procurement and Surplus Property Manual.

Last week many changes occurred in how we conduct business, including prohibiting visitor access to some state buildings and limiting the number of individuals gathered in one place. Therefore, during the COVID-19 State of Emergency in the Commonwealth, DGS is offering the following guidance and options for conducting a public bid opening:

- 1. Live Stream the Bid Opening:** Include in your solicitation or amend any current solicitations to indicate a change in the bid delivery/receipt (if applicable) and bid opening process. Broadcast the public bid opening live via web conferencing or other tools (eg Facebook Live).
- 2. Record Bid Opening for Viewing Later:** Include in your solicitation or amend any current solicitations to indicate a change in the bid delivery/receipt (if applicable) and bid opening process. Record the bid opening and post in a location of your choice (eg agency website, YouTube) for viewing later. It is important to provide in the solicitation addendum the location (eg agency website, YouTube), date and time that the recording will be posted.

Remember to update the eVA VBO or Sourcing posting to include the link to either the LiveStream or recorded bid opening.

- 3.** You may choose to hold your bid opening publicly as so stated in the solicitation or any subsequent addendum to that solicitation, but please be mindful of the Governor's directive that any gatherings are to be limited to a maximum of 10 individuals with social distancing.
- 4.** Issue an addendum to delay the closing of the solicitation and the public bid opening. The agency should consider if this is a viable option given the agencies need and the unknown future of the current situation.

Contact your [DGS/DPS Procurement Management Account Executive](#) with any questions or concerns.