

## Attachment F-3 Invitation for Bids (IFB)

An Invitation for Bids (IFB) is a written request for submission of a bid; also referred to as a bid invitation. An Invitation for Bid (IFB) can be used as both an informal and a formal procurement method, depending primarily on the monetary value of the purchase. State and local procurement laws set specific thresholds that dictate which process must be followed.

Currently, the threshold is set at or \$10,000.00—and below \$100,000.00 for informal competitive solicitations. \$100,000.00 or above requires formal competitive solicitations. Under \$10,000.00, the competitive process is not required.

(See Texas State Comptroller of Public Accounts, Statewide Procurement Division website for an Open Market Requisition Form.)