

### *Item Protocol Information Page*

In an effort to keep our catalog up to date with changing specifications, model numbers, etc., we have developed a system that gives bidders/suppliers the opportunity to submit requests for changes, additions, or deletions to our catalog.

The following will be the procedure for requesting changes:

- 1.) Go to [www.neesucoop.org](http://www.neesucoop.org). Click on Bid Item Review Protocol.

Bidders/Suppliers should choose from the following options:

- |  |          |
|--|----------|
| a.) Add Item Request Form                    | #BSC-400 |
| b.) Change/Update Specification Request Form | #BSC-200 |
| c.) Delete Item Request Form                 | #BSC-600 |

The forms must be completed for each item a bidder/supplier is requesting review.

Our calendar for this process is as follows:

- 1.) Requests may be submitted via mail to:  
NE ESU Cooperative Purchasing  
Attention: Annual Bid Spec Review  
1292 East 4<sup>th</sup> Street  
Ainsworth, NE 69210  
  
or fax to (402) 387-2530 at any time throughout the year.
- 2.) Cut off for consideration in the forthcoming bid will be August 31<sup>st</sup> of each year for the new bid that comes out the following January. Any requests received in our office after this date will not be considered for the forthcoming bid in January.
- 3.) Our Bid Specifications Review Committee will review requests in October of each year. Those submitting requests will be notified of the committee's recommendations in November of each year. In some cases, requests for samples may be required in order to approve a change in the specification. The requesting party will be responsible for submitting these samples.

Consideration of item specification changes shall be made by the Nebraska ESU Cooperative Purchasing "Bid Specification Review" Committee. Approval or denial of item specification changes shall be made primarily in regard to merchandise that meets the specifications and is the best quality at the lowest price. The Committee, however, reserves the right to reject requests for changes and or additional items whenever the participating schools have indicated a substantial brand-name preference.

Nebraska ESU Cooperative Purchasing reserves the right to reject any or all item change requests in whole or in part; to waive any formalities or irregularities in item change requests, and to accept or reject item change requests, which in its discretion, may be for the best interest of Nebraska ESU Cooperative Purchasing.