

Title: *Retention Schedule for Unsuccessful Formal Bids and Proposals*

Effective Date: *March 1, 2020*

I. Scope and Purpose

To alleviate some of the administrative burden associated with keeping paper records, William & Mary Procurement Services will classify unsuccessful bids or proposals received in response to a formal solicitation as “vendor files” under the Library of Virginia’s Records Retention and Disposal General Schedule No. GS-102. This policy will affect the disposal of all documents related to unsuccessful competitive bids.

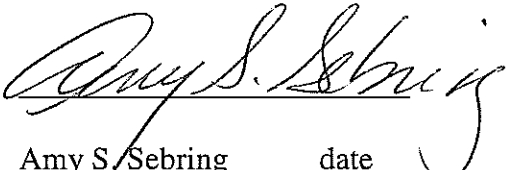
II. Policy

General Schedule No. GS-102 defines “purchasing records” as items that document “the purchasing of equipment, goods, services, and supplies by the agency” and “may include, but is not limited to: bids, bid proposals, contracts, agreements, purchase orders, and requisitions.” While this definition does include bids and bid proposals, the permissive “may” does not preclude the College of William and Mary from excluding these documents from this classification. General Schedule No. GS-102 defines vendor files as an “agency's dealing[s] with various vendors who provide goods and services” and “may include, but is not limited to: correspondence, contracts, and agreements.” This definition encompasses bid proposals, as these documents highlight an “agency’s dealing[s] with various vendors who provide goods and services.”

Under the “vendor files” classification, records of unsuccessful proposals only need to be kept as long as they are “administratively useful.” For purposes of William & Mary Procurement Services, an “administratively useful” time period will be defined as the 10 day protest period after the notice of award to a successful bidder is posted plus 1 year to ensure that contract implementation is sufficiently underway before records are disposed of. William & Mary Procurement Services will follow established University protocol for the disposition of records.

III. Approval, Amendment, [and Guidance]

This policy has been approved by Amy Sebring, Vice President for Finance and Technology.

 *Amy S. Sebring* *2/20/2020*
Amy S. Sebring date