

NOTICE: Submitting proposals to TIPS

TIPS encourages all companies intending to respond to a TIPS solicitation to use the ION Wave eBid system to submit their proposals. The eBid system has many safeguards built into the program that will notify proposers of any mistakes or omitted information in their proposal process, thus minimizing the potential of a fatal error in the proposal process. To use the system, you must register your company by completing the registration process at this link. <https://www.tips-usa.com/becomebidder.cfm>

You may then view all the documents and requirements and submit a proposal to a TIPS solicitation through the online eBid system if you choose. If you encounter trouble with the online system please email TIPS at bids@tips-usa.com or call 866-839-8477.

If, however, a company cannot submit their proposals through the online eBid system, Please send an email to bids@tips-usa.com requesting a manual submission packet for the solicitation to which you wish to respond. TIPS will put the complete paper manual solicitation package in the US mail to you by the next business day. All manual paper responses to TIPS must be sealed in an envelope or package and delivered to TIPS by the deadline provided in the specifications. It is highly recommended that you submit your proposal through the ION Wave eBid system, but if you must submit manually, you should either hand deliver it to our office or send it by a carrier that can document the delivery time to ensure you can document that it was delivered to TIPS prior to the due date and time. Proposals arriving after the due date and time will not be considered.

Please address and identify the sealed package as described below:

The Interlocal Purchasing System (TIPS/ESC 8)

Attention: TIPS Legal Department

4845 Highway 271 Nort

Pittsburg,TX 75686

Contents: Manual Proposal for TIPS RFP (insert Name and Number of Request for Proposal)