

MODEL ONLINE REVERSE AUCTION POLICY
(R.S. 38:2271)

It shall be the policy of _____ [city] _____ to purchase through a Reverse Auction process where its procurement officer has determined that its best interests will be served, and it has been determined that electronic online bidding is more advantageous than other available methods of bidding.

At the time of developing an electronic online Reverse Auction event, the assistance of ***LaMATS Procurement Services (LPS)*** shall be used, and the following solicitation criteria will be considered:

- 1) If vendors must register before the opening date and time and agree to the terms and conditions and other requirements of the solicitation.
- 2) If vendors must prequalify to place bids and the terms and conditions of such prequalification.
- 3) The opening date and time and closing date and time of receipt of bids.
- 4) The manner of accepting online bids until the bidding is officially closed and that registered Bidders shall be allowed to lower the price of their bids below the lowest bid posted on the internet until the closing date and time.
- 5) That bidders' identities shall not be revealed during the bidding process.
- 6) All bids shall be posted electronically and updated on a real-time basis.
- 7) Any other applicable terms or conditions recommended by the online electronic platform provider which are recommended to facilitate a successful Reverse Auction.

Additionally, the following policies shall apply to all electronic online Reverse Auction events:

- 8) The City shall retain the right to cancel the solicitation if it determines that it is in the City's best interests.
- 9) The City shall retain its existing authority to determine the criteria that will be used as a basis for making awards.
- 10) The City shall retain the right to select the second lowest bidder in the event the lowest bidder is disqualified or is unable to deliver, or the third lowest bidder in the event the second lowest bidder is disqualified or is unable to deliver.

The foregoing determinations and requirements, once made, shall be included in the online description of the Reverse Auction event.