



JUDICIAL BRANCH
OFFICE OF THE CHIEF COURT ADMINISTRATOR
MATERIALS MANAGEMENT – PURCHASING SERVICES
90 WASHINGTON STREET, 4th FLOOR
HARTFORD, CT 06106
(860) 706-5200 FAX: (860) 706-5099

ELECTRONIC AND ONLINE PROCUREMENT PROCEDURES

BID SUBMISSION

In order to assure timely submission, reduce delivery costs, and improve response times, the Judicial Branch Purchasing Services Office shall accept bids and proposals in the following methods:

By email to: MaterialsManagement@jud.ct.gov

An emailed, pdf or scanned version, of your complete bid must signed by an authorized member of your organization and received prior to the posted response deadline.

- Allow ample time for transmission by submitting documents early.
- Larger files may require submission in multiple, clearly-labeled, parts. (i.e. documents in excess of 46MB).
- Email submissions must include a subject line that starts with the bid number (i.e. "01-1111 bid enclosed")

By facsimile to: (860) 706-5099

Complete and signed bids submitted via facsimile are also acceptable if received prior to the posted response deadline. Purchasing Services can email a dated receipt for your records upon request.

ONLINE PROCEDURES

The Judicial Branch uses an online platform, Microsoft Teams, to handle certain procurement procedures. Most pre-bid conferences will be held online via Teams, though exceptions may occur. Please refer to the bid document for specific details related to pre-bid conferences, as applicable.

Preliminary results of our bid openings are available on the Contract Portal, under "Recently Closed Bid Notices". On each "Bid Information" page refer to the "Bid Opening Summary". Bid openings will be posted within 2 business days of opening. NOTE: The Bid Opening Summary is intended to show bidders and associated costs, if applicable. The final award outcome will be viewable under "Contracts" once our evaluation is complete.

Thank you for your interest in our bid opportunities. Please contact our office regarding any concerns or questions related to these procedures.