

ANTICIPATION TO AWARD (ATA)

According to TSS OSP Rule R1-19-11-244.3, “anticipation to award a contract” means the State’s identification of the prospective contractor it anticipates contracting with as the result of a solicitation.

An Anticipation to Award (ATA) is publicly posted for 14 calendar days on the same website where the solicitation was originally posted, typically on OSP’s procurement website, or, for some agencies, on their own procurement website. It is the responsibility of prospective contractors to check the ATA postings on the OSP (or other) website for notice of the State’s intent to award a contract.

See the ***Anticipation to Award Policy*** on the OSP website for more information.

For more information on protests, go to the link for ***Protests and Protest Resolution***.

An ATA posting is required for all contracts that exceed \$75,000.

Some of the key information in the ATA posting is:

- The solicitation number and a description of the purchase.
- The successful contractor’s name.
- The initial contract amount.
- Copies of all the submitted bids or proposals.

To post on OSP’s website, use the ***Anticipation to Award Posting Request*** form which is provided on OSP’s website under AGENCIES, Forms and Reporting page. This form provides instruction on how to complete the request.

HELPFUL HINT

If you have trouble opening the forms, try logging into the OSP website using Internet Explorer. The forms should open readily when using this browser.

To review examples of ATA postings, see OSP’s website, ***Bid Opportunities*** page. Click on the Anticipation to Award link near the top of the page.

Should a prospective contractor wish to protest the contract award, it must do so within the 14-day ATA period. Upon receipt of a protest, procurement activity regarding the solicitation must cease until the protest is resolved.

After any timely protests have been resolved, you are free to move forward with the procurement process, which is typically contract execution.