

# Memo

**To:** Public Utility Consulting Bidders List  
**From:** Mike Diller, Director of Accounting  
**Date:** December 19, 2007  
**Re:** Notice Cancelling PSC's Bidders List **AND** Request for Proposal to Analyze NSP's Electric Rate Increase Application

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## Notice of Cancellation

In the past, the Public Service Commission has maintained its own bidder's list for purposes of issuing requests for bid proposals. This list will no longer be maintained or used in the future. The North Dakota State Procurement Office is charged with the duty of providing bid opportunities for state services required and maintaining a vendor registry. Therefore, future opportunities to bid on public utility consulting work will be afforded to vendors on the State's bidders list.

To become an approved vendor, offerors must: 1) be registered with the North Dakota Secretary of State (fees apply), and 2) submit a completed Bidders List Application to the North Dakota Vendor Registry Office. Prospective offerors may access the Procurement Vendor Database on-line to verify whether their firm is currently on the bidders list. The bidders list that will be used for this solicitation is commodity code *918 Consulting Services, subclass 97, Utilities: Gas, Water, Electric Consulting*.

The Procurement Vendor Database, registration instructions and forms are available on-line at: <http://www.nd.gov/spo/vendor/registry/>. Contact the Vendor Registry Office at 701-328-2773 or [infospo@state.nd.us](mailto:infospo@state.nd.us) for assistance.

## Request for Bid Proposal

See attached request.

If you have any questions, you can call me at (701) 328-4079.