Purchasing Completes an Administrative Review (to determine responsiveness of responses)

Bids/Proposals Received From Vendors

Purchasing Conducts Pricing Evaluations and Combines Technical and Pricing Evaluations Scoring (RFP Only)

Evaluation Committee Conducts Individual Technical Evaluations (RFP Only)

Evaluation Committee Meets to Finalize Technical Evaluations (RFP Only)

Purchasing Reviews Individual Evaluations (RFP Only)

If Requested In the Solicitation, Vendor Presentations/Demonstrations are Conducted

Clarifications can Be Requested From Vendors

Contract Award is Published, Contract Negotiations Begin

WORK CANNOT BEGIN UNTIL AN EXECUTED CONTRACT/PURCHASE ORDER IS ISSUED

Proposed Award is Reviewed with Using Department

Purchasing Conducts Pricing Evaluations and Combines Technical and Pricing Evaluations Scoring (RFP Only)

Department Reviews Lowest-Cost Responsive bid to determine if Vendor meets the University’s needs (Bid Only)

Best & Final Offers Can Be Requested By Purchasing

If Requested In the Solicitation, Vendor Presentations/Demonstrations are Conducted

Clarifications can Be Requested From Vendors

Purchasing’s Responsibility

Department’s Responsibility

Combined Responsibility

START

Competitive Solicitation Evaluation Processes

Bid Work Flow

Combined Work Flow