



START

Department Determines a need for a supply/service and has funding for supply/service

Department works with Purchasing to determine procurement method

Department works with Purchasing to create specifications and/or a scope of work and evaluation criteria

Purchasing formats scope of work and/or specifications into solicitation document

Purchasing routes solicitation document for approval to publish to the Procurement Bulletin

Purchasing's Responsibility

Department's Responsibility

Solicitation is available to the public for at least fourteen (14) days

A pre-bid or pre-proposal may be conducted during this time

Out of Our Control

Combined Responsibility

Bids/Proposals are opened by Purchasing

Opening date/time may be extended due to clarification requests or extension requests

Evaluation is conducted (see Competitive Solicitation Evaluation Process)

Contract Award is Published, Contract Negotiations Begin
WORK CANNOT BEGIN UNTIL AN EXECUTED CONTRACT/PURCHASE ORDER IS ISSUED

Competitive Solicitation Process Overview