Competitive Solicitation Process Overview

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.

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

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

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

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

- 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

Evaluation is conducted (see Competitive Solicitation Evaluation Process).

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

- Purchasing’s Responsibility

- Department’s Responsibility

Contract Award is Published, Contract Negotiations Begin

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