Request for Proposal Process

Need cannot be met using internal suppliers, eStores, contracts and/or value exceeds $25K for goods and $50K for services.

1. Prepare bid specifications
2. Post invitation to bid
3. Bid Closing
4. Evaluation and Award
5. Measure Performance

- Customer consults with Purchasing on scope of work, technical specifications and timeframe.
- Customer forwards requisition, scope of work, technical specifications and Bid Prep form to Purchasing.
- Purchasing reviews departmental documentation, confers with customer on strategy.
- Questions and answers are facilitated electronically to all bidders.
- Pre-bid conference conducted if specified in bid posting.
- Bids are posted electronically.
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- Purchasing reviews bid submittals for responsiveness.
- Responsive bids are tabulated.
- Preliminary evaluation results are forwarded to department.
- Responses are evaluated against pre-established criteria.
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- Department submits a signed Bid Results for Consideration form to Purchasing.
- Bid presentations may be requested at the discretion of the University.
- Cost savings and other contracted value-adds are documented, tracked, monitored and reported.
- Purchase order and terms and conditions are issued; contract is fully executed.
- Measure Performance.