

Division of Purchasing – Procurement Process Overview

Procurement Planning

- Identify procurement team
- Develop procurement timeline
- Stakeholder outreach
- Request for Information (RFI)
- Develop Scope of Work (SOW)
- Develop Evaluation Plan and identify evaluation team members
- Build solicitation documents

Solicitation & Award

- Post the Solicitation
 - Preproposal Conference
 - Question & Answer period
- Solicitation closes/ proposals received
- Open proposals
- Evaluate proposals
- Demonstrations/Interviews
- Update evaluation scores
- Open and evaluate Cost Proposals
- Identify Finalists
- Negotiations with Finalists
- Best and Final Offer (BAFO)
- Update cost evaluation
- Agency Approval to Award
- Letters of Intent to Award / Appeal Period
- Award contract

Contract Management

- Contract kick-off meeting
- Develop Contract Administration Plan
- Schedule and hold regular check-in meetings with agency and contractor
- Amendments
- Renewals
- Contract issue resolution