Bid Requests Process

Phase

Unit

- Unit identifies the need for a bid
- Unit contacts area business office, PSSC, and Purchasing
- Unit forms committee to gather specifications and evaluate the bid
- Develops specs, timeframes and completes bid request form
- Enters eRequest for request for RF(p,q,i) and routes for approvals
- Unit responds to questions and sends responses back to Purchasing
- Unit reviews & evaluates responses
- Fills out bid results form & submits to Purchasing with Justification
- Unit submits eRequest for PO on new contract
- Unit approves new eRequest

PSSC

- PSSC creates requisition & contacts purchasing
- Purchasing contacts unit to discuss requirements and includes PSSC, and business office
- Purchasing issues RF(P,Q,I)
- Purchasing receives questions from vendors and sends to unit for responses
- Vendors submit proposals to purchasing
- Purchasing reviews responses and sends tabulated results to unit
- Purchasing Approves/Denies Award
- Is Purchasing creating PO?
- No: Service center creates new requisition per requisition process
- Yes: Purchasing creates PO

Purchasing

- Purchasing contacts unit to discuss requirements and includes PSSC, and business office
- Purchasing issues RF(P,Q,I)
- Purchasing receives questions from vendors and sends to unit for responses
- Vendors submit proposals to purchasing
- Purchasing reviews responses and sends tabulated results to unit
- Purchasing Approves/Denies Award
- Is Purchasing creating PO?