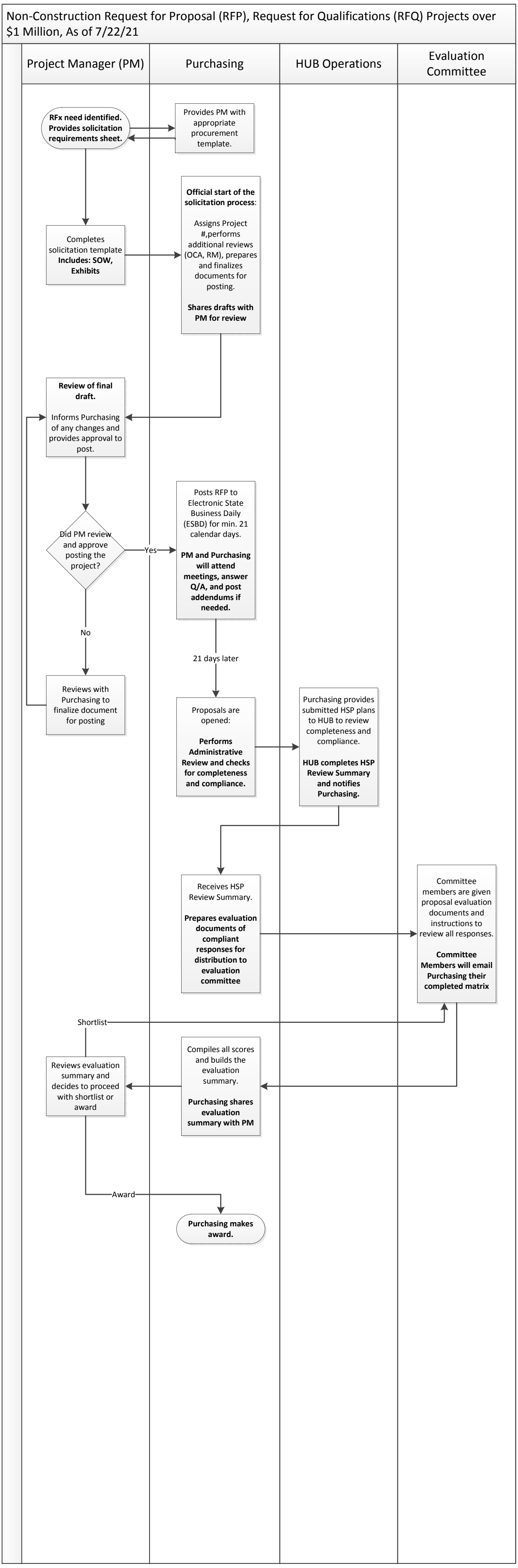
Non-Construction Request for Proposal (RFP), Request for Qualifications (RFQ) Projects over $1 Million, As of 7/22/21
Project Manager (PM)
Purchasing
HUB Operations
Evaluation Committee
RFx need identified. Provides solicitation requirements sheet.
Provides PM with appropriate procurement template.
Completes solicitation template Includes: SOW, Exhibits
Official start of the solicitation process: Assigns Project #,performs additional reviews (OCA, RM), prepares and finalizes documents for posting. Shares drafts with PM for review
Review of final draft. Informs Purchasing of any changes and provides approval to post.
Did PM review and approve posting the project?
Yes
No
Posts RFP to Electronic State Business Daily (ESBD) for min. 21 calendar days. PM and Purchasing will attend meetings, answer Q/A, and post addendums if needed.
21 days later
Reviews with Purchasing to finalize document for posting
Proposals are opened: Performs Administrative Review and checks for completeness and compliance.
Purchasing provides submitted HSP plans to HUB to review completeness and compliance. HUB completes HSP Review Summary and notifies Purchasing.
Receives HSP Review Summary. Prepares evaluation documents of compliant responses for distribution to evaluation committee
Committee members are given proposal evaluation documents and instructions to review all responses. Committee Members will email Purchasing their completed matrix
Shortlist
Compiles all scores and builds the evaluation summary. Purchasing shares evaluation summary with PM
Reviews evaluation summary and decides to proceed with shortlist or award
Award
Purchasing makes award.