PM	Purchasing	HUB	Internal Audi
Completes SRF, provides details of items/simple services and specs that need to be purchased. Any exhibits should be shared.  BOR Approval is needed if over \$1M.  PM receives final draft and will review prior to posting. PM will notify Purchasing of approval via email or if any updates are needed to the final draft.	Provides PM with ITB template and Solicitation Req. Form (SRF).  If over \$1M, provide IA Questionnaire.  Reviews documents, specs, and price sheet for accuracy. If not, contact PM to provide clarity/ corrections.  Final draft of ITB is prepared and reviewed with PM.  If over \$1M, OCA will need to review.	HUB reviews HUB Probability Form and submits back to Purchasing	
	Purchasing posts to ESBD solicitation for 21 days.  After 21 days, bids are opened publicly and pricing is read out loud.  Admin Review completed: Responses are reviewed for completeness, compliance, and an "apples to apples" comparison.  Purchasing receives HUB's review and compiles compliant responses for distribution.  Bid tab is made and distributed to PM.  Award and Non-Award letters are made and sent out.  Internal Audit Review for projects over \$1M  No  Award	HUB reviews HSP plan for compliance.  HUB notifies Purchasing of compliant HSP plans	If over \$1M, review with Internal Audit Sr. VC/VP A&F.