

# COMPETITIVE BID PROCESS

<b>Formal Solicitation Process:</b>	<b>Responsible Party:</b>
Requester emails specifications (specs) to assigned Buyer. NOTE: specs from a specific vendor are NOT acceptable.	Requester
Purchasing drafts RFP & sends to Requester for approval & additional edits (if needed).	Assigned Buyer/Requester
Deadline for Requester to submit any revisions to Purchasing	Requester
Requester sends Purchasing a list of recommended suppliers	Requester
Bid advertising dates - per EDU Code 81641, CCDs requires to advertise for two weeks in newspaper of general circulation	Assigned Buyer
Bid Posted on Purchasing Website/Public Purchase and notice sent to recommended suppliers	Assigned Buyer
Deadline to submit questions to Purchasing	Offeror
Purchasing forwards proof of RFP advertisement to requester for REQ.	Assigned Buyer
Mandatory Site Visit (if applicable)	Requester
Deadline to respond to offerors' submitted questions and/or create Addendums to RFP	Assigned Buyer
Deadline for Offerors to submit proposals	Offeror
Public Reading of Offerors' names	Assigned Buyer
Purchasing performs initial review of submitted proposals to ensure vendor responsiveness.	Assigned Buyer
Offerors' interviews - not mandatory	Offeror
<b>Evaluation Committee Timeline:</b>	<b>Responsible Party:</b>
Requester select 3-5 members for the selection committee & emails names to Assigned Buyer	Assigned Buyer/Requester
Evaluation committee meets to review bids & determine compliance with RFP.	Evaluation Committee
Purchasing reviews selection committees results and prepares Evaluation document compiling scoring and submits results to Requester.	Assigned Buyer
<b>After Winning Offeror Identified:</b>	<b>Responsible Party:</b>
Purchasing works with Requester to create agreement/contract if necessary and requester sends to vendor.	Assigned Buyer
Offeror deadline to review and submit signed contract	Winning Offeror
Deadline to submit Board Communication; Assigned Buyer provides Template to Requester to submit to Board.	Requester
Board Meeting	Board of Trustees
If Board Communication did not include Contract, Requester must have fully-negotiated, partially signed contract (by winning offeror) approved by the Board.	Requester
Requester submits REQ with the required supporting documentation. Once approved, Purchasing sources into PO and forwards to the winning Offeror.	Requester