**Project Title:** Procurement – Competitive Bid

- **Project Management**
  - Charter
- **Procurement Planning**
  - Determine a Need
  - RFI (if needed)
  - Assemble Acquisition team
  - Develop Procurement Strategy*
  - Develop Requirements
  - Develop Statement of Work
- **Source Selection**
  - Procurement Posts RFP
  - Answer Questions from Vendors
  - Receive Proposals
  - Review Proposals with Acquisition Team
  - Score Proposals
  - Submit Questions to Vendors
  - Review Responses/Vendor Demos
- **Contract Management**
  - Negotiations (Terms & Conditions, BAA, Security Evaluation)
  - Obtain Signatures
  - Award Contract
  - Issue PO’s
  - Inspect Goods & Services
  - Execute Contract Modifications
  - Contract Closeout
- **Comm Plans**
  - Develop Procurement Strategy*
  - Receive Proposals
  - Review Proposals with Acquisition Team
  - Score Proposals
  - Submit Questions to Vendors
  - Review Responses/Vendor Demos
  - Request Best & Final Offer
  - Make Source Selection

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**Is a Competitive Bid Required? (Request for Proposal)**

1. Is a Competitive Bid Required? (Request for Proposal)
   - Develop Procurement Strategy*
   - Negotiations
   - Submit Questions to Vendors

2. Begin Negotiations
   - > $50,000?
     - Yes
     - > 1 Vendor?
       - Yes
         - Sole Source
       - No
         - Selected Vendor on Novation Contract?
           - Yes
             - Begin Negotiations
           - No
             - Competitive Bid (RFP) Required

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**Notes:**
- Procurement - Competitive Bid (RFP) Required
- Sole Source
- Novation Contract
- Competitive Bid (RFP) Required
- Begin Negotiations
- > $50,000
- > 1 Vendor