## REP FLOWCHARI

## PRE-RFP: Discovery, Research & Planning Phase LINK and Advertising 2.-AGENCY-4. Enters requisition into 3. 5. -BUYER/AGENCY/ATTORNEY-PeopleSoft & attaches RFP -AGENCY--BUYER-DEPT DIRECTOR/ -C&P-Develops RFP document. Development Worksheet or **Drafts RFP Development ELECTED OFFICIAL** Assigns buyer Finalizes RFP Determine meetings and updated RFP. Formal process Worksheet. (if not preassigned) document Approval schedule begins Development 9. 7. 10. **POST** 11. -BUYER--BUYER--SUPPLIER--BUYER & AGENCY-Sends meeting requests and **SOLICITATION** Issues notification to Div/ Asks questions through Answers questions instructions to committee Dept Director, Attorney bid notification system (min 20 Days) members and Mayor of RFP RFP 13. 14. 15. 16. PROPOSALS -BUYER/COMMITTEE--BUYER--BUYER & AGENCY LEAD--BUYER-**RECEIVED** Distributes proposal packets to Posts list of proposers Reviews & scores **Completes Pricing** committee members online (in OSS) **Proposals** Analysis Proposal Review and Award 17. \*\*18\*\* \*\*19\*\* \*\*20\*\* -BUYER & COMMITTEE--COMMITTEE--BUYER--BUYER & COMMITTEE-Committee Meeting. Ranks proposals Compiles interview questions. Schedules interviews with Holds Interviews based on scores & determines if Submits to Buyer for review proposers interviews are necessary \*\*Steps 18-20 are only if applicable 22. 23. **BEST AND FINAL** -BUYER & COMMITTEE--BUYER-Finalize scores and prepares **OFFER** Posts approved award award (if applicable) 27. 26. 25. Preparation 29. 28. -AGENCY--ATTORNEY--BUYER-24. Contract -C&P--SUPPLIER--EVERYONE-Reviews agreement, sends Prepares agreement. Finalizes contract **Starts Contract** Signs agreement and to supplier for review & Sends contract to Agency preparation package for **Negotiates Contract** execution process returns to County signature & copy to Buyer for review Attorney Revised 03-2021