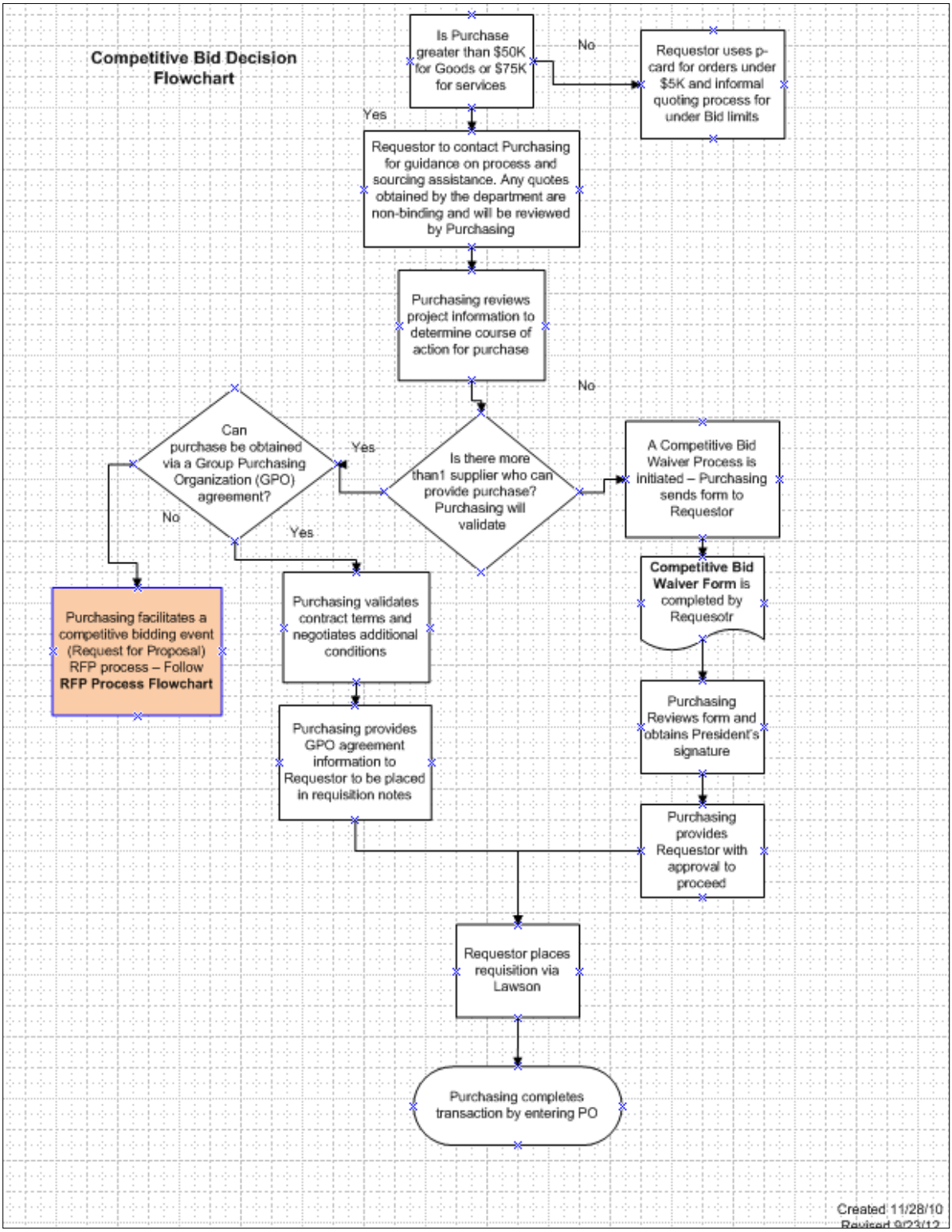
Competitive Bid Decision Flowchart
Is Purchase greater than $50K for Goods or $75K for services
No
Requestor uses p-card for orders under $5K and informal quoting process for under Bid limits
Yes
Requestor to contact Purchasing for guidance on process and sourcing assistance. Any quotes obtained by the department are non-binding and will be reviewed by Purchasing
Purchasing reviews project information to determine course of action for purchase
No
Can purchase be obtained via a Group Purchasing Organization (GPO) agreement?
Yes
Is there more than1 supplier who can provide purchase? Purchasing will validate
A Competitive Bid Waiver Process is initiated – Purchasing sends form to Requestor
No
Yes
Purchasing facilitates a competitive bidding event (Request for Proposal) RFP process – Follow RFP Process Flowchart
Purchasing validates contract terms and negotiates additional conditions
Competitive Bid Waiver Form is completed by Requesotr
Purchasing provides GPO agreement information to Requestor to be placed in requisition notes
Purchasing Reviews form and obtains President's signature
Purchasing provides Requestor with approval to proceed
Requestor places requisition via Lawson
Purchasing completes transaction by entering PO
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