

## **Formal Bid Timeline**

### **Receipt of Request**

- Sign offs
- Accounting information
- Specifications
- DOM approval, if applicable

### **Develop Bid Strategy**

- Bid internally or send to GSE Procurement
- Research market
- Benchmark pricing

### **Develop Scope of Work**

### **Create Supplier List**

### **Create Bid Document**

### **Post to 48 Hour TSB Web Site**

### **Post to Bid Opportunities Web Site**

- Firm deadline date and time
- Contact information
- Public Bid opening date and time, if applicable
- Timeline for vendor questions to be submitted
- Timeline for answers to vendor questions to be posted

### **Send the Bid Directly to Vendor List**

### **Amendments**

- Post amendments to bid opportunities, if applicable
- Send amendments directly to the vendors who received direct bid notification

### **Bid Opening**

- For RFP and RFBs, announce vendors who submitted bids

### **Abstract**

- Create a spreadsheet with a list of vendors who responded with price and/or score

### **Evaluation**

- For RFPs, an evaluation committee is recommended
- For RFBs and RFQs, should be evaluated by the bid issuer

### **Review by Requestor and Sign Off**

### **Intent to Award**

- Allow 5 days for appeal
- Attach the abstract

### **Negotiations**

- Terms and/or Conditions Exceptions and/or Additions

### **Vendor Registration**

- If not in the vendor database, start the registration process

### **Create Contract**