

CONTRACT PROCESS FOR NEW CONTRACT

The following steps are to be followed when processing a **new Invitation to Bid (ITB) or Request For Proposal (RFP) contract**:

1. A bid request from an agency is delivered to the State Contract Administrator (SCA) via state courier, fax, e-mail, etc.
2. The State Contract Administrator assigns and sends bid request to State Contract Procurement Officer (SCPO).
3. SCPO contacts other agencies that might have the same need for commodity or service to create central contract.
4. SCPO/Agencies determine item is/isn't on Central Contract.
5. If on Contract, SCPO notifies the agency. Agency then uses Central Contract.
6. If not on Central Contract, the SCPO contacts agencies to determine if requirement exists.
7. If Yes, SCPO creates a Central Contract.
8. If No, SCPO creates an Agency Contract.
9. If an agency contract exists the SCPO will attempt to cancel with agency and vendor approval.
10. If contract can't be cancelled, the requesting agency may want to try and piggy back on the Contract.
11. If the agency can't piggy back the SCPO will create an Agency Contract.
12. SCPO obtains a contract number for (#7, #8, and #11).
13. SCPO obtains a contract number from Administrative Assistant (manual list is kept by Administrative Assistant).
14. SCPO obtains paper copy of bid template, fills in blanks, attaches specifications, evaluation criteria (If RFP's), vendor registration database and completes ITB/RFP draft.
15. SCPO sends (via fax, state courier or e-mail) draft to agency or user group for approval.
16. Agency or user group approves and sends approved draft back to SCPO (via fax, State courier or e-mail).

CONTRACT PROCESS FOR NEW CONTRACT (continued)

17. SCPO submits ITB/RFP to State Contract Administrator (SCA) for approval.
18. SCPO set up pre-bid meeting if applicable.
19. SCPO sends certified email to Administrative Assistant to advertise ITB/RFP for two (2) consecutive weeks in newspaper.
20. SCPO sends notification of solicitation to all registered vendors via e-mails. The website link is also provided. SCPO adds any new vendors e-mail address to list if applicable (check present contract file for additions) and then update list.
21. The bid solicitation is posted to web site by web master.
22. As bids are received they are manually recorded in bid log by Administrative Assistant and or SCPO showing date and time received.
23. At bid opening Administrative Assistant or SCPO reads bidders/offerors name and address. From this point, the SCPO has 30 days to award if ITB or 90 days if RFP.
24. SCPO checks validity of bid surety if applicable and that all required documents have been received with bid. SCPO notifies any vendor(s) if non-responsive bids.
25. SCPO checks references if on ITB. If RFP, SCPO selects one evaluation committee member to check references.
26. SCPO Tabulates bids or evaluation scoring for RFP's (either manually or using computerized (Excel) spreadsheet).
27. For ITB's, SCPO reviews bid tab/and recommended award with agency and obtain their approval. For RFP's, user committee selects most responsive bidder or bidders for Best and Final proposals and schedule oral presentations, if appropriate.
28. SCPO makes recommendations/award during review with State Contract Administrator and obtains Administrator's approval.
29. SCPO sends out award letters and two (2) copies of contract form to successful vendor(s). Sends out no award notices to unsuccessful vendor after receipt of executed contracts. Return bid surety to unsuccessful vendors if applicable. At this point, the vendor has 20 days to return executed contract to SCPO.
30. Prepare award notice for the agencies.

CONTRACT PROCESS FOR NEW CONTRACT (continued)

31. When contract forms (performance bond) are returned, check to see if:
 - a. Signed Correctly
 - b. Notarized
 - c. Performance Bond is correct
32. SCPO has contracts signed by State Contract Administrator and witnessed by SCPO. Return one copy to vendor; retain one copy in contract file and return Bid Surety if applicable.
33. SCPO forwards award notice to agencies via list service or individual e-mail and to Web Master. Original copy is retained by SCPO in contract file.
34. Website procedure – SCPO follow up to insure award notice is posted on web site.