Agency/Vendor identifies need/opportunity

QRF/SW proposing set aside shall provide a cost analysis to identify the following:
- Cost of good/service if currently obtained off existing state contract
- CPIU index if relevant to commodity
- 3 letter quotes from local/regional vendors for same good/service
- Certification that all costs are covered

General Rules & Guidelines Article IV (B), IV, VIII Exhibit A

NO COMPLETE YES

Request for assignment
General Rules & Guidelines Article IV (A) Exhibit A
Form Letter Exhibit B

NO
Process Ends

NO
Process Ends

NO
Process Ends

YES
Reviews and votes first time to accept

YES
Notifications sent to GSS of intent to set aside
General Rules & Guidelines Article V Exhibit A
Form Letter Exhibit C

NO

2nd review (must be 30 days or later) by SULC & ratification vote

YES
Notifications sent to GSS of establishment of set aside
General Rules & Guidelines Article V Exhibit A
Form Letter Exhibit D

GSS negotiates contract on behalf of DVI thru Level III request. Form Exhibit E (3) completed by Director of DVI
T-16 §9605 (c) Exhibit F
T-29 §9000 (6)(3) Exhibit I
General Rules & Guidelines Article V Exhibit A

GSS publishes set aside contract on “procurement list” maintained by GSS on website
T-16 §9604 (d) Exhibit G
T-29 §9005 (3) & (4) Exhibit I

Complaints sent to GSSs for resolution. GSS to involve DVI
T-29 §9917§ (3) & (9) Exhibit H

Vendor/Agency Responsibility
SULC Responsibility
GSS Responsibility