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<tr>
<td>1) Identifies a need for item or service that exceeds State of AL bid limit of $15,000 and is currently not available from approved contract vendor</td>
<td>1) Does not respond or engage in communication of any type with potential Bidders throughout the duration of the IFB process</td>
<td>1) Provides technical review and evaluation of bid responses, as necessary</td>
<td>1) Provides ongoing technical review and evaluation of apparent low Bidder’s bid response as necessary</td>
<td>1) Can directly communicate with vendor once award is made</td>
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<tr>
<td>2) Contacts appropriate Sr. Buyer for guidance</td>
<td>2) Responds to questions from Sr. Buyer upon request</td>
<td>2) Allows all necessary departmental stakeholders to review/provide input as needed</td>
<td>2) Initiates purchase transaction(s) in accordance with agreed upon terms using appropriate order placement method</td>
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<tr>
<td>3) Develops specifications and provides to Sr. Buyer along with contact information for potential Bidders (see more detailed requirements below table)</td>
<td>3) Provides clarifications of technical specifications or general project requirements</td>
<td>3) Provides bid responses to Requester for technical review, if applicable</td>
<td>3) Points out any red flags or areas of concern that would be beneficial to the Requester during their review</td>
<td>3) For standing Contract - Provides input and feedback to Sr. Buyer at time of Contract renewal or end date</td>
<td></td>
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<tr>
<td>4) Approves final bid documents prior to public posting</td>
<td>4) Does not respond or engage in communication of any type with potential Bidders throughout the duration of the IFB process</td>
<td>4) Provides technical review and evaluation of bid responses, as necessary</td>
<td>5) Identifies apparent low Bidder</td>
<td>4) Directs any requests for additional information regarding award decision or open records requests to Sr. Buyer</td>
<td></td>
</tr>
<tr>
<td>1) Reviews specifications and requests clarifications or additional information as necessary to develop complete and clear IFB to garner the most responses</td>
<td>1) Acts as main and only point of contact for Bidders during bid duration</td>
<td>1) Confirms with Requester whether additional clarifications from apparent low Bidder are necessary</td>
<td>1) Confirms with Requester whether additional clarifications from apparent low Bidder are necessary</td>
<td>1) For standing Contract - Initiates University Notice of Award of Contract to selected Vendor via DocuSign for review and signature (including renewals and modifications)</td>
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<tr>
<td>2) Evaluates need to determine best contract type fit - standing or single (one-time) purchase</td>
<td>2) Receives questions, coordinates with Requester, and provides answers to Bidders, as necessary</td>
<td>2) Reviews bid responses for completeness and general compliance</td>
<td>2) In conjunction with Requester, determines whether apparent low Bidder meets minimum specification requirements - If apparent low Bidder does not meet minimum specs, repeat evaluation process with next apparent lowest Bidder</td>
<td>2) Provides order placement guidance to Requester as necessary</td>
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</tr>
<tr>
<td>3) Publicly posts IFB to UA Pending Bids per UA guidelines and policies</td>
<td>3) Issues formal addenda, as necessary</td>
<td>3) Provides bid responses to Requester for technical review, if applicable</td>
<td>3) Once lowest responsible and responsive Bidder is clearly determined, negotiates price and terms in the best interest of the University</td>
<td>3) Coordinates with Requester at time of Contract renewal or end date</td>
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</tr>
<tr>
<td>1) Audited for completeness and accuracy</td>
<td>1) Provides clarifications of technical specifications or general project requirements</td>
<td>1) Compiles all necessary departmental stakeholders to review/provide input as needed</td>
<td>1) Provides ongoing technical review and evaluation of apparent low Bidder’s bid response as necessary</td>
<td>1) Reviews Contract documents upon receipt and signs electronically via DocuSign (including renewals and modifications)</td>
<td></td>
</tr>
<tr>
<td>1) Provides complete bid response in accordance with all specifications and requirements by the date and time specified</td>
<td>1) Responds to questions from Sr. Buyer upon request</td>
<td>1) Allows all necessary departmental stakeholders to review/provide input as needed</td>
<td>2) Provides good or service per order instructions and Contract terms</td>
<td>2) Provides good or service per order instructions and Contract terms</td>
<td></td>
</tr>
<tr>
<td>1) Answers all questions and requests in a timely manner</td>
<td>1) Provides clarifications of technical specifications or general project requirements</td>
<td>1) Compiles all necessary departmental stakeholders to review/provide input as needed</td>
<td>3) Ensures documents on file with the University are current (e.g. insurance certificates, organizational changes, billing information, etc.)</td>
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<td></td>
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</tbody>
</table>

**Purchasing Dept. / Senior Buyer**

- Reviews specifications and requests clarifications or additional information as necessary to develop complete and clear IFB to garner the most responses
- Evaluates need to determine best contract type fit - standing or single (one-time) purchase
- Publicly posts IFB to UA Pending Bids per UA guidelines and policies
- Acts as main and only point of contact for Bidders during bid duration
- Receives questions, coordinates with Requester, and provides answers to Bidders, as necessary
- Issues formal addenda, as necessary
- Provides clarifications of technical specifications or general project requirements
- Reviews bid responses for completeness and general compliance
- Provides bid responses to Requester for technical review, if applicable
- Points out any red flags or areas of concern that would be beneficial to the Requester during their review
- Identifies apparent low Bidder

**Vendors / Bidders**

- Ceases all communication with the University in regards to the IFB regardless of any prior communications or input
- Issues questions in writing to Sr. Buyer by deadline as specified in the bid documents
- Provides complete bid response in accordance with all specifications and requirements by the date and time specified
- Answers all questions and requests from Sr. Buyer in a timely manner
- Answers all questions and requests in a timely manner
- Provides clarifications of technical specifications or general project requirements
- Reviews bid responses for completeness and general compliance
- Provides bid responses to Requester for technical review, if applicable
- Points out any red flags or areas of concern that would be beneficial to the Requester during their review
- Identifies apparent low Bidder

**IFB Initiation and Specifications Development**

- Invites Requester / Department
- Identifies a need for item or service that exceeds State of AL bid limit of $15,000 and is currently not available from approved contract vendor
- Contacts appropriate Sr. Buyer for guidance
- Develops specifications and provides to Sr. Buyer along with contact information for potential Bidders (see more detailed requirements below table)
- Approves final bid documents prior to public posting

**IFB is Posted - Duration as (2) Weeks Minimum**

- Invites Purchasing Dept. / Senior Buyer
- Reviews specifications and requests clarifications or additional information as necessary to develop complete and clear IFB to garner the most responses
- Evaluates need to determine best contract type fit - standing or single (one-time) purchase
- Publicly posts IFB to UA Pending Bids per UA guidelines and policies
- Acts as main and only point of contact for Bidders during bid duration
- Receives questions, coordinates with Requester, and provides answers to Bidders, as necessary
- Issues formal addenda, as necessary
- Provides clarifications of technical specifications or general project requirements
- Reviews bid responses for completeness and general compliance
- Provides bid responses to Requester for technical review, if applicable
- Points out any red flags or areas of concern that would be beneficial to the Requester during their review
- Identifies apparent low Bidder

**IFB Responses Rec’d - Evaluation Process Begins**

- Invites Vendors / Bidders
- Reviews specifications and requests clarifications or additional information as necessary to develop complete and clear IFB to garner the most responses
- Evaluates need to determine best contract type fit - standing or single (one-time) purchase
- Publicly posts IFB to UA Pending Bids per UA guidelines and policies
- Acts as main and only point of contact for Bidders during bid duration
- Receives questions, coordinates with Requester, and provides answers to Bidders, as necessary
- Issues formal addenda, as necessary
- Provides clarifications of technical specifications or general project requirements
- Reviews bid responses for completeness and general compliance
- Provides bid responses to Requester for technical review, if applicable
- Points out any red flags or areas of concern that would be beneficial to the Requester during their review
- Identifies apparent low Bidder

**Evaluation Continues - Negotiations**

- Invites Vendors / Bidders
- Reviews specifications and requests clarifications or additional information as necessary to develop complete and clear IFB to garner the most responses
- Evaluates need to determine best contract type fit - standing or single (one-time) purchase
- Publicly posts IFB to UA Pending Bids per UA guidelines and policies
- Acts as main and only point of contact for Bidders during bid duration
- Receives questions, coordinates with Requester, and provides answers to Bidders, as necessary
- Issues formal addenda, as necessary
- Provides clarifications of technical specifications or general project requirements
- Reviews bid responses for completeness and general compliance
- Provides bid responses to Requester for technical review, if applicable
- Points out any red flags or areas of concern that would be beneficial to the Requester during their review
- Identifies apparent low Bidder

**Contract Award, Order Placement, and Post-Award**

- Invites Vendors / Bidders
- Reviews specifications and requests clarifications or additional information as necessary to develop complete and clear IFB to garner the most responses
- Evaluates need to determine best contract type fit - standing or single (one-time) purchase
- Publicly posts IFB to UA Pending Bids per UA guidelines and policies
- Acts as main and only point of contact for Bidders during bid duration
- Receives questions, coordinates with Requester, and provides answers to Bidders, as necessary
- Issues formal addenda, as necessary
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