BID/QUOTE PROCESSING

Receive and log requisition. If req. is $5,000 or over, enter “out for bid” in log notes.

Forward to Senior Buyer or person responsible for bidding.

Review req. and determine procurement method.

Is this a written bid?

Yes

Locate vendors including HUBs

Develop and write bid documents

Forward package to selected vendors and advertise on TX Marketplace

Receive bids

No

Contact vendors, including at least one HUB, and request quotes

Enter information from vendors in database, create tab sheet, analyze and make award

Make any needed modifications to requisition

Return req., tab sheet and successful bid to secretary

Create purchase order, submit for signature, and place order

Scan documents and return hard copies to buyer if requested