

Request For Proposals Process Map -

RFP Process is used to solicit proposals **over \$35,000** from potential vendors for professional services, such as design services, consultation services, and operational services.

Procurement Transformation Project
February 2023

Diagram Key

- Buying Department
- Purchasing Team
- Budget Department
- Legal Department
- Mayoral Department
- Common Council Department
- FinOps Team



TERMS AND DEFINITIONS:

- **Requisition:** a request for goods and services.
- **Quote:** a written estimated price for goods or service requested.
- **Purchase Order:** an official document that is issued to a vendor indicating types, quantities and agreed prices for goods or services.
- **Receipt:** written acknowledgement of having received the goods or service from avendor.
- **Invoice:** a list of goods sent or service provided, with a statement of sum due for these; a bill
- **Voucher:** a payment to a vendor with the use of a Purchase Order for goods and services.
- **Non-PO Voucher:** a payment to a vendor without a Purchase Order but with other supporting documentation to have a legal payment.
- **REP:** a request for proposal is a document issued by a business or an organization to request vendor bids for products, solutions and service.
- **RFQ:** a request for qualifications is a standard business process whose purpose is to invite suppliers into a bidding process to bid on specific products or services
- **Project:** a number assigned to either a capital or grant account typically a multiple year account
- **Waiver:** getting an ordinance waiving the act of going through the bidding process for a contract with a vendor
- **Piggybacking:** using a contract set-up by another County, State or municipal government that is open for other government entities to use
- **Sole Source:** when supplies or services are available from only one responsible source, and no other supplies or service will satisfy its requirements, the recipient may make a sole source award. Property or services are available from one source if one of the following conditions is present: Unique or Innovative Concept; Patents or Restricted Data Rights; Substantial Duplication Costs; Unacceptable Delay

Procurement paperwork/files to be updated:

- +Performance bonds
- +Request to Advertise
- +RFP Evaluation Committee Conflict of Interest Declaration
- +Contractor Reporting Form (maybe combine GS330+EJCDC)
- +RFP template
- (eliminate disclosure form)
- Requisition Request Form