

P&C reviews proposals against minimum mandatory requirements

RFP closes

P&C prepares for RFP close

P&C issues final addenda 5 calendar days prior to bid close

P&C provides evaluation packets to evaluation team

Evaluators

IF no further evaluation steps, proceed to Recommendation of Award or other evaluation steps

= Contract Analyst = Contract Manager

= Department

Department
Portland Daily Journal of Commerce
Solicitation Manager, key department assigned
Contract tracking system
Purchasing & Contracting
Request for formal solicitation development
Request for Proposals