Facilities Planning and Construction Office – Procurement Flowchart

Legend:
- Process
- Document
- Evaluation
- Applicable to large projects only

**Notes:**
- Provide to Procurement Services at least one (1) business day to review addenda prior to FP&C Director review.
- For any correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on bid mistakes, refer to AS 36.30.160.

FP&C Procurement

1. **Preparation of Solicitation**
   - Prepare public notice of solicitation
   - Distribute notices
   - Publish any addenda to the RFP/IFB
   - Accept bids until bid end time
   - Stamp sealed bid packages with dates and time stamps

2. **Review and Approval**
   - Review and approve RFP/IFB package and the notice
   - Review and approve any addenda to the RFP/IFB
   - Approve

3. **Rejected**
   - Rejected

4. **Director**
   - Provide to Procurement Services at least one (1) business day to review addenda prior to FP&C Director review.

FP&C Fiscal Manager

1. **Using the Project Manager must determine if a pre-bid or pre-proposal conference should be scheduled.**

FP&C Admin. Assistant

1. **Prepare public notice of solicitation**
2. **Distribute notices**
3. **Publish any addenda to the RFP/IFB**

FP&C Project Manager

1. **Develop, coordinate and assemble RFP/IFB to administrative staff**

Bidders

1. **Submit bids before bid end date**

*Notes:
- Meet with Client to recommend and confirm contract type/bid type for the scope of work.
- IFB and RFP must include the following:
  - Where and when bids will be accepted.
  - A general description of the work.
  - Refer to AS 36.30.120 for requirements for RFP.
  - Provide RFP/IFB templates.
- Provide complete RFP/IFB at least two (2) business days prior to procurement services review.
- Refer to AS 36.30.120 – Bid Security

*Notes:
- Notice of a formal solicitation shall be given by publication in the Alaska Online Public System as required by AS 36.30.130 (a), and, when practicable, by at least one of the methods under PES 06.130:
  a. Anchorage Daily News
  b. Appliance website
  c. FP&C website
  d. Refer to Regents Policy 05.06.130 for additional requirements for IFB.
  - Refer to AS 36.30.130 – Public Notice of Invitation to Bid.

*Notes:
- For any correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on bid mistakes, refer to AS 36.30.160.
Evaluate number of bids received

Multiple responsive bid: Refer to Evaluation of "Competitive Sealed Bids" flowchart

- Bid is considered fair and reasonable?
  - Yes
    - Other prospective bidder had reasonable opportunity to respond?
      - Yes → End
      - No → B
  - No → B

- Adequate time for resolicitation?
  - Yes → End
  - No → E

Single responsive bid

- Is there an immediate need and not likely that resolicitation would increase the number of bids?
  - Yes → Conduct a single source, limited competition or emergency procurement, as appropriate*5
  - No → Cancel procurement

Verify possession of all sealed bid packages listed on the Bid Tabulation sheet*4

*4 Notes:
- For further instruction on Receipt, Opening and Recording of Bids for IFB, refer to Regents Policy P05.06.150.
- For further instruction on Receipt and Registration of Proposals for RFP, refer to Regents Policy P05.06.240.
- For any inadvertent errors discovered after opening but before award, refer to Regents Policy P05.06.270.

*5 Notes:
- Refer to Regents Policy P05.06.410 for single source procurement
- Refer to Regents Policy P05.06.430 for limited competition procurement
- Refer to Regents Policy P05.06.440 for emergency procurements)