



PROCUREMENT PROCESS

Steps Procurement Process

- 1 Determine the services and/or needs to complete your Water Infrastructure Approved Projects
- 2 Define your scope of work of services with clear, concise descriptions of the project
- 3 Develop the Bid/Proposal Package, which should include the Request for Bid/Proposal and the required certification forms listed in Procurement and Contracting Requirements
- 4 Advertise the RFB/RFP in a local media outlet, your website, AND the Go-DBE website. It is recommended that solicitations be posted for 30 calendar days, but the minimum amount of time is 14 calendar days. Screenshots of the solicitation should be captured to support advertising.
- 5 Upon the conclusion of the RFP/RFP solicitation, perform an evaluation of responses received, document evaluation and make selection
- 6 Complete the GMS Project Activity and upload supporting procurement documents described in Procurement Documents: Relevant Overview
- 7 The TDEC team will review supporting documentation and once the procurement package is complete, will provide an approval. *Approvals will be received as an Authority to Award (ATA)
- 8 The ATA provides the required sign-off to proceed with the Pre-Construction Conference and Notice to Proceed