Project Manager

Confirms project documents are complete
Verifies all forms are received
Verifies **SFM** approval
Prints, Completes, and signs bid request form
Director approves documents and
Provides to Procurement Compliance Coordinator:
1) Normally on tracking Sheet:
*Request & preference for assignments
* Verification of project racking
*Target & MACC established
Approval to bid, indicated by Director's initials; and , specifying brevity, if any.
2) Normally on draft of invitation to Bid:
*Designer name, address, phone, fax, contact
*Project name& Brief Project description
*Plan Rooms
*Plan deposit amount

Procurement Compliance Coordinator

1) Determines Bid Date:
· Determines bid opening location
· Considers necessary lead time & approved brevity
· Verifies availability of date, time, & place
2) Assigns Bid Date:
· marks in Bid Book monthly schedule
· captures necessary information
· e-mails Project Manager
3) Enters **ITB** data in **PITS**
4) Generates documentation:
· **PITS** bid summary (to Bid Book)
· Print a copy of procurement screen
· Updates website bid list
5) Creates bid file with initialed project tracking sheet
6) E-mail sent to :
· Project Manager
· Location Coordinator
· Construction Representative

Procurement Compliance Coordinator

Frequently checks, if there have been any changes in **Bid List,** Procurement Screen
copies bid list to:
· Bid Book

Location Coordinator

1) E-mails notice to **Designer**
2) Schedules location.
3) If conflict, tell Bidding Coordinator.

Project Manager

1) Receives Bid Date from Bidding Coordinator
2) Informs Designer of Bid Date

Designer, during solicitation:

1) Receives:
· Bid Start e-mail
· acknowledgement of Bid date and time
2) Procurement screen updates website automatically
3) Informs potential bidders.
4) Distributes Bidding Documents to:
· Bidding **Contract Manager**
· Construction Representative in field· Area plan rooms
· Bidders of Record along with Bid Pack
5) Schedules and leads pre-bid conference.
6) Receives questions and requests for substitution from Bidders of Record.
7) Distributes Bid Tab at least 3 days before bid to Location Coordinator and Bidding Coordinator.

Procurement Compliance Coordinator, during solicitation: