

Sponsored Bid Process (RFP & RFQ)

Transactions over \$250K

| Bid Activity | Responsible Owner | Duration (days) | Required Forms | Web Link/Comment |
|---|-------------------|---|---|---|
| Cost Estimate | Customer | <i>dependent on Department internal process</i> | Supplier Quote/Proposal | <i>This would be the quote/proposal used to justify costs in sponsored funding proposal</i> |
| Bid Questionnaire | Customer | 5 | Bid Prep Form | http://finance.columbia.edu/Bid_Prep_Form |
| Evaluation Criteria | Customer | timing incorporated with Bid Questionnaire | Evaluation Criteria Sheet | http://finance.columbia.edu/files/gateway/forms/RFP_Evaluation_Matrix_template_no.1.xlsx |
| RFP/Q & Evaluation Criteria (draft) | Purchasing | 5 | RFP/Q Template | http://finance.columbia.edu/RFP_Template |
| RFP/Q & Evaluation Criteria (review) | Customer | 3 | | |
| RFP/Q & Evaluation Criteria (final) | Purchasing | 2 | | |
| Public Posting/Supplier Responses | Purchasing | 14 | | |
| Bid Response Review & Price Analysis | Purchasing | 2 | | Initial review of submission(s) and acceptance |
| Bid Response Review & Price Analysis | Customer | 5 | Purchasing Checklist & Bid Summary Form | http://finance.columbia.edu/purchasing_checklist_competitive_sourcing_form_sponsored |
| Purchase Requisition (release & approval)/Document Upload to EDM | Customer | 2 | ARC Purchase Requisition | https://my.columbia.edu/content/finance-erp |
| Purchase Requisition (review) | Purchasing | 5 | | |
| Purchase Order issued* | Purchasing | 2 | | |
| <i>*Bid award and non-award letters to be issued by Purchasing upon issuance of PO.</i> | | | | |
| rev. 8/2018 - HH | | | | |