RFP Award Process

1. Scoring complete – winner determined
2. Recommendation for contract selection (Proc Dir, VP)
3. Non-selection/intention to negotiate letters sent
4. If debriefings requested (only provide rankings and pros/cons until full contract executed)
5. Create contract in SAP
6. Supplier signs contract
7. University signs/approves contract
8. Legal approval(s)
9. Contract to Treasury website
10. Contract mailed back to University
11. Awarded supplier receives fully executed contract
12. Debriefings as requested
13. End