

Roles of Each Party During Solicitation Process

| Role | Committee/ Department | Purchasing and Contract Services | Vendor/Supplier |
|-----------------------------------|-----------------------|----------------------------------|-----------------|
| Submitting Solicitation Request | X | | |
| Create Solicitation Timeline | X | X | |
| Statement of Work/Specifications | X | X | |
| Publish RfX | | X | |
| Pre-Bid Meeting (when applicable) | X | X | X |
| RfX Q&A | X | X | X |
| Issue Addendums (when applicable) | | X | |
| RfX Due | | X | X |
| Evaluation of Responses | X | X | |
| Recommendation of Award | X | | |
| Notification of Award to Supplier | | X | |
| Draft Contract | X | X | X |
| Contract/Purchase Order Execution | X | X | X |
| Contract Management | X | X | X |