

University System of New Hampshire
 Financial and Administrative Procedures

Title: Competitive Bid Process Overview

Procedure: 6-006

Issued By: USNH Director of Purchasing

Approved By:

Issued Date: 7/1/2005

Revised Date: 7/1/2018

Effective Date: 07/01/2018

A. The University System of New Hampshire utilizes a number of formal procurement methods, including but not limited to Requests for Information (RFI), Requests for Proposals (RFP) and Requests for Bid (RFB). The table below outlines each process and the participants roles.

B. Request For 'X' (RFX) Table

| INPUT/PROCESSES | RFI | RFP | RFB |
|---------------------------|--|--|--|
| When to Use | When you don't know exactly what you want or you don't know what is available in the market place | When you have a general idea with some specifications and/or it's a large, complex project with potential for multiple solutions | When you know precisely what you need and have precise requirements and specifications |
| Departmental Input | User or committee contact -Rough sketch or outline of presumed need or desired information | User or committee contact -General scope of work, approximations of need, timelines, performance wishes to meet a specific goal | User or committee contact -Model numbers, color, finishes, technical data, timelines and delivery necessities, performance requirements, quantities or service required |
| Purchasing Input | Modified contractual & document language -Protect the Institution with fair and ethical process | Contractual & document language - Protect the Institution with fair and ethical process -Draft RFP language to department -Clarification to responses -Assure all terms & conditions known including freight, delivery, etc. | Contractual & document language -Protect the Institution with fair and ethical process -Clarification to responses -Assure all terms & conditions known including freight, delivery, etc. |

| INPUT/PROCESSES | RFI | RFP | RFB |
|--|--|--|--|
| Purchasing & Departmental Input | Suggested vendor list -Language of document -Express limited terms for dealing with the University | Suggested vendor list -Language of document -Terms and legal conditions for dealing with the University | Suggested vendor list -Language of document -Terms and legal conditions for dealing with the University |
| Vendor Input | Catalogs, specification sheets, product information, service outlines, conceptual data, suggestions, etc. | Suggested solution(s) to our request -Price, terms, conditions, delivery, performance, contract language | Price, terms, conditions, delivery, performance, contract language |
| Purchasing Processes | Solicitation process, documentation of audit trail, vendor contact or meetings, elimination of some participants | Solicitation process, documentation of audit trail, vendor contact or meetings | Solicitation process, documentation of audit trail, vendor contact or meetings |
| Decision-Making Process | Terminate the process or proceed to RFB or RFP solicitation | Further negotiation -Acceptance of most advantageous offer -Contract appropriate for the University -Issue purchase order and/or sign contract -Cancel process | Further negotiation -Acceptance of most advantageous offer -Contract appropriate for the University -Issue purchase order and/or sign contract -Cancel process |
| Issue PO and/or Sign Contract | No | Yes/No | Yes/No |
| Post Contract Award | None | Monitor performance and adherence to contract. Immediate notice to Purchasing if failure to perform. | Monitor performance and adherence to contract. Immediate notice to Purchasing if failure to perform. |