



en's Que
UNIVERSITY



1. Buyer meets with Client to discuss project, timelines and process
2. Document drafting is a collaborate effort between SPS



1. Pre-evaluation meeting is held by SPS if necessary
2. Mandatory requirements are checked by SPS
3. Clients review and score all submitted proposals/submissions (in Bonfire tool)

Time: 1-2 weeks depending on the number and complexity of the submissions

Commitment by: SPS and Client (mostly Client/evaluators here)

*note- If evaluator cannot commit to entire evaluation and demonstration process, they must find an alternate to replace them





1. Upon completion of the consensus meeting, top scoring proponents are identified
2. Agenda is prepared for proponents invited to present
3. Approximately one week notice is given for vendor preparation
4. Vendor demos/presentations are held, and demo scores are entered
5. Final pre-price ranking is done

Time: 2 weeks (1 week notice, 1 week for multiple presentations)

Commitment by: SPS and Client (all evaluators must be present)



Now, the Client can:

- Order their goods/services
- Kick off their project

