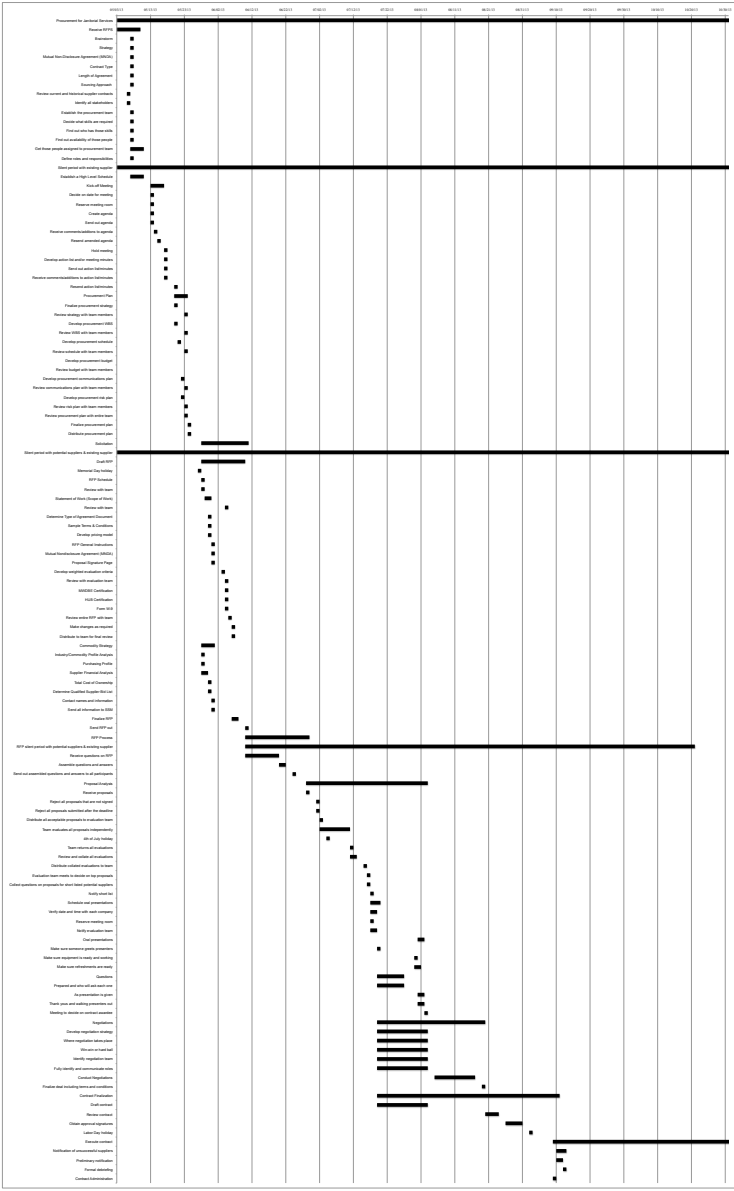
Procurement for Janitorial Services
Receive RFPS
Brainstorm
Strategy
Mutual Non-Disclosure Agreement (MNDA)
Contract Type
Length of Agreement
Sourcing Approach
Review current and historical supplier contracts
Identify all stakeholders
Establish the procurement team
Decide what skills are required
Find out who has those skills
Find out availability of those people
Cut those people assigned to procurement team
Define roles and responsibilities
Silent period with existing supplier
Establish a High Level Schedule
Kick-off Meeting
Decide on date for meeting
Reserve meeting room
Create agenda
Send out agenda
Financial commments/additions to agenda
Resend amended agenda
Hold meeting
Develop action list and/or meeting minutes
Send out action list/minutes
Receive comments/additions to action list/minutes
Resend action list/minutes
Procurement Plan
Finalize procurement strategy
Review strategy with team members
Develop procurement WBS
Review WBS with team members
Develop procurement schedule
Review schedule with team members
Develop procurement budget
Review budget with team members
Develop procurement communications plan
Review communications plan with team members
Develop procurement risk plan
Review risk plan with team members
Review procurement plan with entire team
Finalize procurement plan
Distribute procurement plan
Solicitation
Silent period with potential suppliers & existing supplier
Draft RFP
Observed Day holiday
RFP Schedule
Review with team
Statement of Work (Scope of Work)
Review with team
Determine Type of Agreement Document
Sample Terms & Conditions
Develop pricing model
RFP General Instructions
Mutual Nondisclosure Agreement (MNDA)
Proposal Signature Page
Develop weighted evaluation criteria
Review with evaluation team
MWDBE Certification
HUB Certification
Form W-9
Review entire RFP with team
Make changes as required
Distribute to team for final review
Commodity Strategy
Industry/Commodity Profile Analysis
Purchasing Profile
Supplier Financial Analysis
Total Cost of Ownership
Determine Qualified Supplier Bid List
Contact names and information
Send all information to SDM
Finalize RFP
Send RFP out
RFP Process
RFP silent period with potential suppliers & existing supplier
Receive questions on RFP
Assemble questions and answers
Send out assembled questions and answers to all participants
Proposal Analysis
Reserve proposals
Reject all proposals that are not signed
Reject all proposals submitted after the deadline
Distribute all acceptable proposals to evaluation team
Team evaluates all proposals independently
4th of July holiday
Team returns all evaluations
Review and collate all evaluations
Distribute collated evaluations to team
Evaluation team meets to decide on top proposals
Collect questions on proposals for short listed potential suppliers
Notify short list
Schedule oral presentations
Verify date and time with each company
Reserve meeting room
Notify evaluation team
Oral presentations
Make sure someone greets presenters
Make sure equipment is ready, and working
Make sure refreshments are ready
Questions
Prepared and who will ask each one
As presentation is given
Thank yous and walking presenters out
Meeting to decide on contract awardee
Negotiations
Develop negotiation strategy
Where negotiation takes place
Win-win or bad bad
Identify negotiation team
Fully identify and communicate roles
Contract Negotiations
Finalize deal including terms and conditions
Contract Finalization
Draft contract
Review contract
Obtain approval signatures
Labor Day holiday
Execute contract
Notification of unsuccessful suppliers
Preliminary notification
Formal debriefing
Contract Administration
Start Date
Duration (days)