

RACI: Responsible - Accountable - Consulted - Informed				
	Responsible	Accountable	Consulted	Informed
Set up project in e-Builder	CPD		PPS	
Transactions <\$5,000: requires one quote; no competition required				
Project Scope of Work	CPD			
Establish preliminary bidders list	CPD	PPS		
Outreach to Bidders	CPD			
Initiate PO/Task Order	CPD			
Finalize, Approve PO/Task Order/Contract	PPS			
Transactions \$5,000 - \$25,000 (non-term agreement): requires Price Reasonableness (i.e., competitive pricing)				
Project Scope of Work	CPD			PPS
Establish preliminary bidders list	CPD	PPS		
Outreach to Bidders	CPD			PPS
Establish Price Reasonableness	CPD	PPS		
Initiate e-Builder CA process	CPD			PPS
Draft Task Order/Contract	CPD		PPS	
Facilitate the Negotiation of contract terms	PPS		CPD	
Execute contracts/approve PO/approve task order (according to established delegation limits)	PPS		CPD	
Transactions > \$25,000 (non-term agreement): RFP is required				
Project Scope of Work	CPD			PPS
Establish preliminary bidders list	CPD	PPS		
Outreach to Bidders	PPS		CPD	
Draft RFP	CPD		PPS	
Upload scope documents in e-Builder	CPD	PPS		
Upload bid documents in e-Builder	PPS		CPD	
Finalize RFP	PPS	CPD		
Prepare Pre-Bid Meeting Agenda & Schedule	CPD		PPS	
Pre-Bid Meeting: Confirm dates, contact bidders	PPS		CPD	
Facilitate RFI Responses / Addenda	PPS	CPD		
Compile RFI questions/create addenda (if required)	PPS		CPD	
Assemble Evaluation Matrix	PPS	CPD		
Bid Opening, contact bidders, confirmations	PPS		CPD	
Bid Analysis	PPS	CPD		
Establish short list and bidder notification	PPS	CPD		
Facilitate scope review discussions	CPD	PPS		
Vendor Notification	PPS		CPD	
Facilitate the Negotiation of contract terms	PPS		CPD	
Execute contracts (according to established delegation limits)	PPS		CPD	
Vendor Debrief	PPS		CPD	
Supplier Performance Management - After project closeout				
Facilitate Vendor Evaluation Form	PPS	CPD		
Complete Vendor Evaluation Form	CPD	PPS		