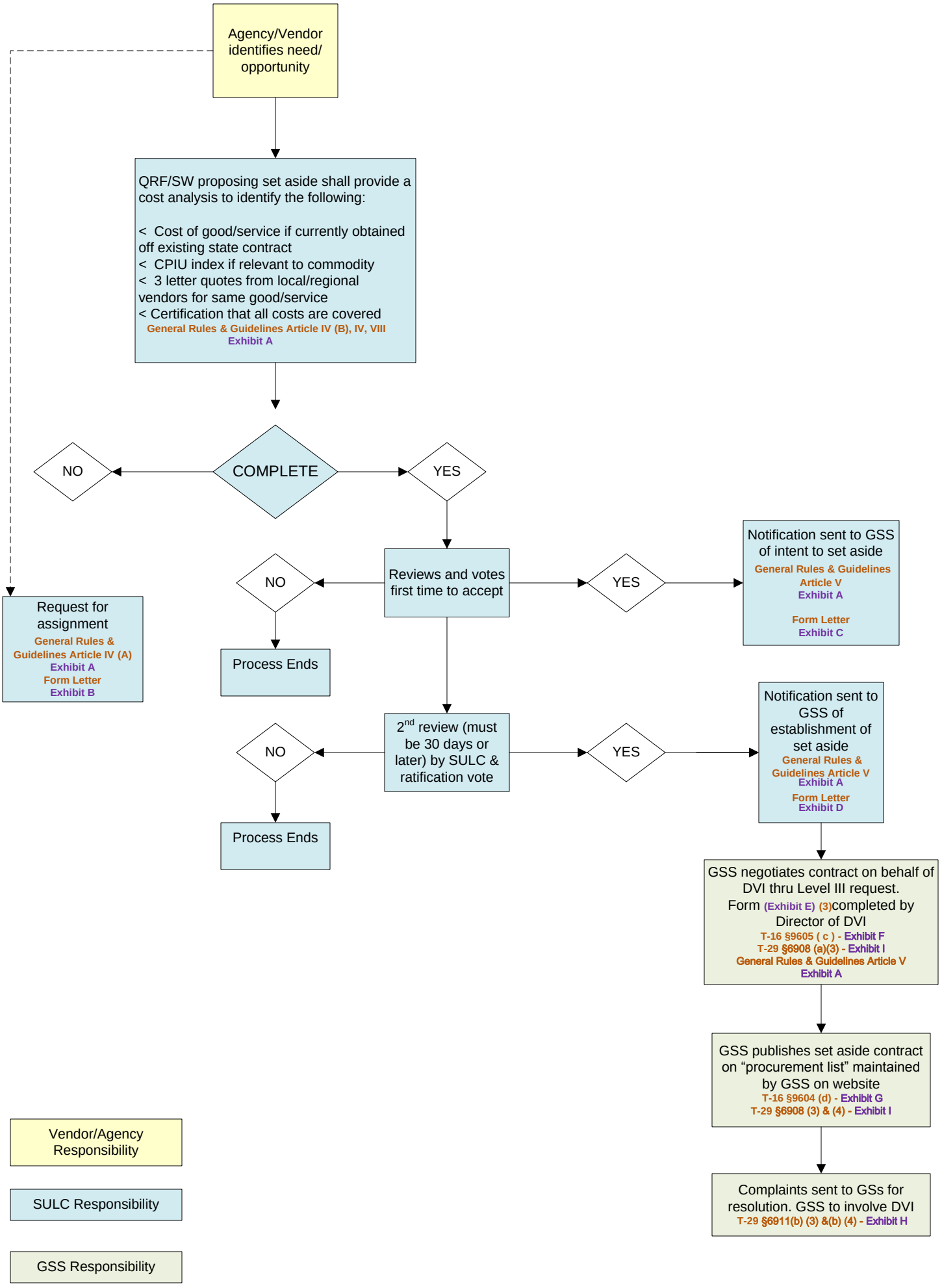
Agency/Vendor identifies need/ opportunity
QRF/SW proposing set aside shall provide a cost analysis to identify the following:
< Cost of good/service if currently obtained off existing state contract
< CPIU index if relevant to commodity
< 3 letter quotes from local/regional vendors for same good/service
< Certification that all costs are covered
General Rules & Guidelines Article IV (B), IV, VIII
Exhibit A
COMPLETE
NO
YES
Request for assignment
General Rules & Guidelines Article IV (A)
Exhibit A
Form Letter
Exhibit B
Reviews and votes first time to accept
NO
Process Ends
YES
Notification sent to GSS of intent to set aside
General Rules & Guidelines Article V
Exhibit A
Form Letter
Exhibit C
2nd review (must be 30 days or later) by SULC & ratification vote
NO
Process Ends
YES
Notification sent to GSS of establishment of set aside
General Rules & Guidelines Article V
Exhibit A
Form Letter
Exhibit D
GSS negotiates contract on behalf of DVI thru Level III request. Form (Exhibit E) (3)completed by Director of DVI
T-16 §9605 (c) - Exhibit F
T-29 §6908 (a)(3) - Exhibit I
General Rules & Guidelines Article V
Exhibit A
GSS publishes set aside contract on "procurement list" maintained by GSS on website
T-16 §9604 (d) - Exhibit G
T-29 §6908 (3) & (4) - Exhibit I
Complaints sent to GSs for resolution. GSS to involve DVI
T-29 §6911(b) (3) &(b) (4) - Exhibit H
Vendor/Agency Responsibility
SULC Responsibility
GSS Responsibility