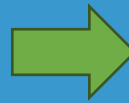


Do I need to use a Competitive Process to buy what I need?



Does your organization have a clear policy on the issue?

No

Yes

Follow your policy



Is it a specialty need that requires the involvement of internal expertise?
Example: IT or Facilities

Yes

No



Contact your internal experts

Is this an emergency situation?

No

Yes

Is the value or sensitivity of this work at a level (\$5k-10k) where getting multiple quotes would help you feel confident?

No

Yes

Do whatever you can to find a supplier and feel good about the purchase within the time available



Consider a buying group, conduct your own research, ask colleagues



Are there multiple suppliers that could do this work?

No

Negotiate the best deal with the vendor you have



Is the value of this work >\$100k or significant enough that you'd feel more confident by getting multiple quotes?

Yes

No

Leverage your Vendor of Record



Do you have a formal "Vendor of Record" on file for this need?

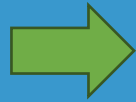
Yes

No

Use a Competitive Process



Do I need to use an RFP to buy what I need?



Does your organization have a clear policy on the issue?

Yes

Follow your policy



No

Is this for a construction project?

No

Do you have a strong understanding of the supplier market (key players, industry characteristics, latest trends)?

Yes

Are you taking on the role of the Project or Construction Manager?

No

Yes



Conduct a Construction Tender Process

Yes



Conduct a Request for Information (RFI) Process

Yes

Do you have well-defined specifications of what it is you're looking for?

Yes

No

Is price the primary driver?

Yes

No

Conduct a Request for Proposals (RFP) Process.



Would the value be considered "significant" for your organization Example: Greater than \$5-\$15K?

No

Yes

Conduct a Request for Quotes (RFQ) Process



Contact multiple suppliers for quotes (3 or more)



Is the value of this work potentially greater than \$100k?

No

Are you very (very!) confident only a handful of qualified vendors exist?

Yes

Use an open/publicly posted process



Yes

A closed/invitational process may be used

No

