

IFB / ITB

1. Issue New Solicitation
2. Amend
 - Change the Questions Deadline Date
 - Amend info on IFB (attach updated IFB)
3. Update Bidders List (responded is mandatory, interested is optional)
4. Issue Notice of Intent to Award—to whom and dollar amount (attachment is under Agency, Templates on the SPO homepage) ALSO, you may want to add the Bid Summary)
5. Wait 7 days and Archive (although an IFB is lowest bidder meeting spec, don't Archive until public has a chance to view the bid results).

RFP

1. Issue RFP (solicitation for proposals)
2. Amend (if needed)
 - Change the Questions Deadline Date
 - Amend Info on RFP (attach updated RFP)
3. Update Bidders List
 - The Interested Column is optional (used for Mandatory Pre-Award Conferences) check who attended and click UPDATE.
 - The Responded Column is required (check boxes and click UPDATE.)
4. Best and Final Offer (used after scoring the RFP and is only used if proposals are unclear and more information is needed before making an Award) Attach the BEST AND FINAL OFFER (*Sample Template*).
5. Finally, AWARD. (Attachments—**Notice of Intent to Award** and **Letter of Instructions to Successful Offeror**)
6. Wait 7 days (protest period)
7. Archive