

Separation of Duties and Responsibilities - Invitation for Bids (IFB)

	UKHC Sourcing Specialist / Procurement Specialist	Procurement Services Category Specialist / Contracting Officer
1	Prepare initial draft elements of solicitation including goods or services specifications, product numbers, quantities, potential vendor list, etc. and forward to Procurement Services Category Specialist / Contracting Officer.	Note: Procurement Services Category Specialist / Contracting Officer can also perform this task based on general input and requirements from UKHC SCM Sourcing / Procurement Specialist.
2		Refine and complete IFB draft, validate and verify specifications and requirements; complete all required competitive solicitation requirements and clauses in conjunction with Model Procurement Code and division-internal requirements; complete vendor list; issue and publish IFB; address and answer questions with prospective bidders during bidding process; ensure confidentiality elements maintained during process; receive and tabulate responses and prepare for evaluation phase.
3	Jointly review and evaluate responses in conjunction with Procurement Services Category Specialist / Contracting Officer and jointly determine potential awardee(s) based on Model Procurement Code requirements for lowest responsive and responsible bidder(s).	Share and jointly review and evaluate responses with UKHC SCM buyer staff. Validate potential and/or recommended awardee(s) based on Model Procurement Code requirements for lowest responsive and responsible bidder(s) to arrive at final award decision(s).
4		Complete award process for recommended bid awardee(s); prepare and award University Price Contract(s) or purchase order(s), as applicable. Obtain final execution and e-signatures on contract documents(s).

5		Close IFB process and return full contract(s) package to Procurement Services bid clerk in alignment with IFB Closing Checklist. Provide notification and copies of final contract award(s) to UKHC SCM Sourcing or Procurement Specialist(s). Store all final documents and copies on appropriate network drive location for permanent archiving.
Post-Award / Life of Contract Activities		
Renewals		Perform regular renewals as per contract specifications. Consult with UKHC SCM Sourcing or Procurement Specialist prior to renewals to inquire about performance, requirements, or other issues that may need addressed. Execute contract renewal and obtain all needed e-signatures. Store copy of final e-signed documents in appropriate network folder with original contract documents. Provide copy of signed document to UKHC SCM appropriate Strategic / Procurement Specialist for their information and records.
Pricing Adjustments	Receive and validate any applicable pricing adjustments from contractor(s) during life of contract. Validate internally with UKHC SCM leadership and/or Value Analysis team for pre-approval. If approved, forward to Procurement Services Category Specialist / Contracting Officer for execution.	Review request in conjunction with original contract requirements to validate allowance(s). If approved in alignment with contract requirements, execute contract modification to incorporate and obtain all needed e-signatures. Store copy of final e-signed documents in appropriate network folder with original contract documents. Provide copy of signed document to UKHC SCM appropriate Strategic / Procurement Specialist for their information and records.

<p>Other Contract Adjustments</p>	<p>Receive and validate any other presented contract adjustments received from contractor(s) during life of contract. Validate internally with SCM leadership and/or Value Analysis for pre-approval. If approved, forward to Procurement Services Category Specialist / Contracting Officer for execution.</p>	<p>Review request in conjunction with original contract requirements to validate alignment. If approved in alignment with contract requirements, execute contract modification to incorporate and obtain all needed e-signatures. Store copy of final e-signed documents in appropriate network folder with original contract documents. Provide copy of signed document to UKHC SCM appropriate Strategic / Procurement Specialist for their information and records.</p>
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