

Procurement Specialist I Training Outline Part Two

	Initials/Date Trainee	Initials Trainer
<u>Module VII – Contracts</u>		
Request for Quote (RFQ)	_____	_____
Invitation for Bid (IFB)	_____	_____
Request for Proposal (RFP)	_____	_____
Request for Quote		
Creation of RFQ Contract	_____	_____
Waiver of Competition – Requirements/Form	_____	_____
Requirements for sole source justification letter	_____	_____
Submission of RFQ to P&C/DIT for Approval	_____	_____
Submission of RFQ to Vendor and Review of Vendor’s Response	_____	_____
Submission of recommendation memo to P&C/DIT	_____	_____
Receipt of approval from P&C&/DIT	_____	_____
Generation of request memo to DOJ CFO for approval	_____	_____
Completion of executed RFQ	_____	_____
Renewal of RFQ	_____	_____
Extension of RFQ	_____	_____
Amendment of RFQ	_____	_____
Create two (2) Request for Quote Contracts	_____	_____
Invitation for Bid		
Creation of IFB Contract	_____	_____
Submission of IFB to P&C/DIT for Approval	_____	_____
Posting of bid and addendum(s)	_____	_____
Opening of bids	_____	_____
Review of bid responses	_____	_____
Submission of recommendation memo to P&C/DIT	_____	_____
Receipt of approval from P&C&/DIT	_____	_____
Generation of request memo to DOJ CFO for approval	_____	_____
Completion of executed IFB	_____	_____
Renewal of IFB	_____	_____
Extension of IFB	_____	_____
Amendment of IFB	_____	_____
Create at least two (2) Invitations of Bid Contracts	_____	_____
Request for Proposal		
Creation of RFP Contract	_____	_____
Submission of RFP to P&C/DIT for Approval	_____	_____
Posting of Bid and Addendum(s)	_____	_____
Opening of Bids	_____	_____
Review of bid responses	_____	_____
Submission of recommendation memo to P&C/DIT	_____	_____
Receipt of approval from P&C&/DIT	_____	_____
Generation of request memo to DOJ CFO for approval	_____	_____
Completion of executed RFP	_____	_____
Renewal of RFP	_____	_____

Extension of RFP

Amendment of RFP

Create at least two (2) Request for Proposal Contracts

_____	_____
_____	_____
_____	_____