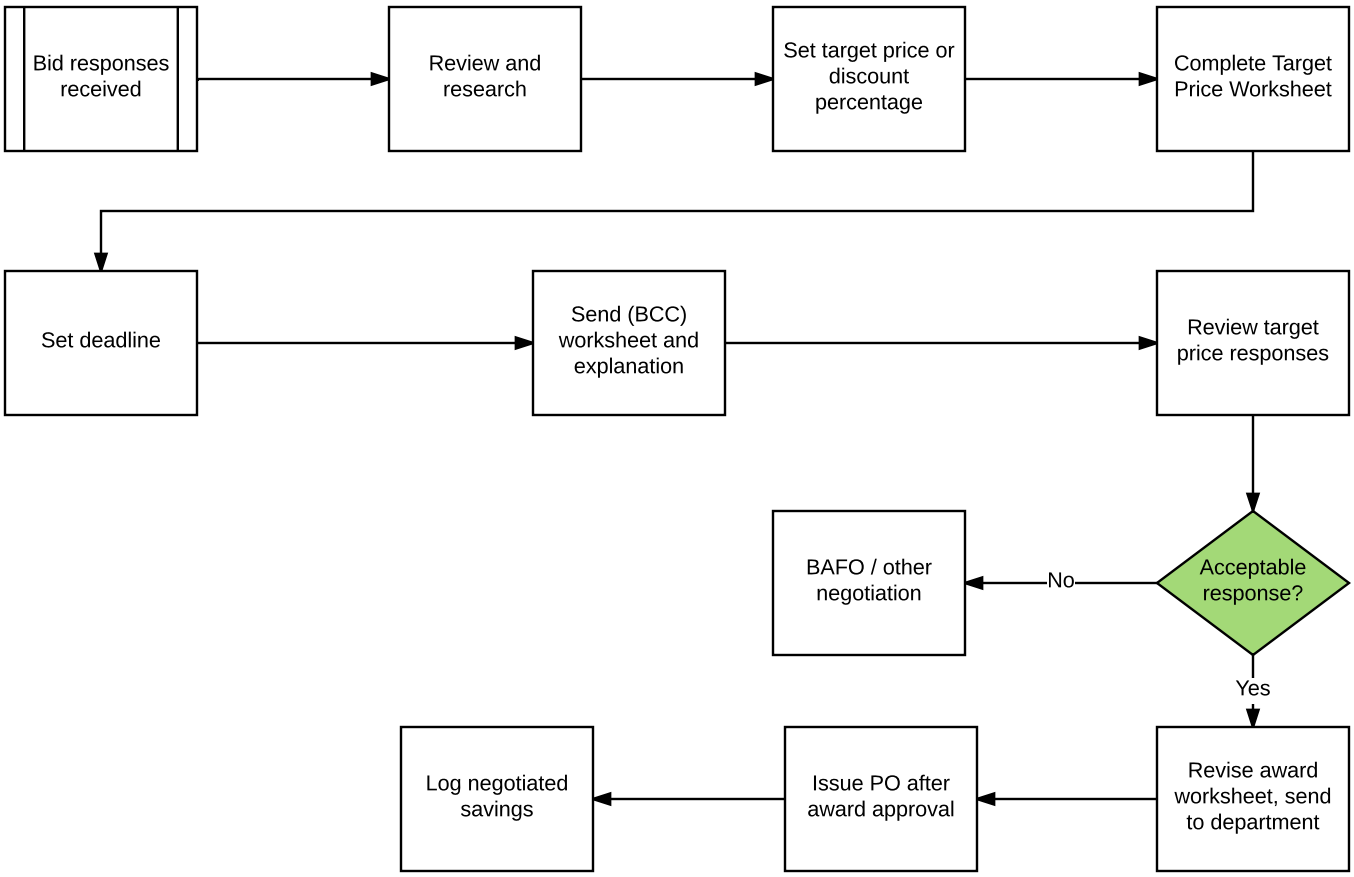
Bid responses received
Review and research
Set target price or discount percentage
Complete Target Price Worksheet
Set deadline
Send (BCC) worksheet and explanation
Review target price responses
Acceptable response?
No
BAFO / other negotiation
Yes
Revise award worksheet, send to department
Issue PO after award approval
Log negotiated savings