The University of Tennessee: Basic Procurement Flowchart for Bidders

1. Register as a bidder
   - Tip: be sure to keep your ESM Supplier profile up to date.

2. Watch your emails and the public posting board.
   - Tip: many bids are sent out based on NIGP codes, so be sure to check the posting board website often.

3. Review solicitations carefully.
   - Tip: contact the buyer if you have questions.

4. Can your company meet the minimum qualifications and requirements?
   - Yes: Comply with the bid's instructions exactly, and be sure to submit questions before the question deadline, and your response before the response deadline.
   - No: Do not submit a bid. Keep watching for future bids.

5. Do you believe that the qualifications or requirements are unfair?
   - Yes: Contact the buyer if you have concerns about the process.
   - No: Follow-up with buyer, if you have questions.

6. Does UT award to your company?
   - Yes: The buyer will provide you with directions about next steps.
   - No: Does UT award to your company?

Note: for purposes of this flowchart, "bids" includes all types of solicitations.

Note 2: this flowchart does not apply to construction over $100,000.

Note 3: you are not allowed to contact departments other than Procurement/Purchasing about bids. Violating this rule may result in disqualification.

Note 4: this flowchart is a high-level, simplified overview of the procurement process.

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