**Formal Bid Process**

[Purchases of $5,000.00 and over]

- Department requests need of good or service
  - Purchasing Agent prepares draft of bid solicitation and sends back to requesting department
  - Department adds Scope of Work and submits to Purchasing
  - Purchasing sends to Legal for review
  - Legal edits and returns document to Purchasing

- Is a pre bid conference required?
  - If “yes”
    - Dates are added to the solicitation and meeting notification to Judicial employees required to attend
  - If “no”
    - Purchasing reformats solicitation and posts on RI Department of Administration’s Purchasing website and RI Judicial Purchasing page

- Were additional questions received from potential bidders?
  - If “yes”
    - Responses posted as an addendum on RI Department of Administration’s Purchasing website and RI Judicial Purchasing page prior to bid opening
  - If “no”
    - Proposals are received by Purchasing Office. Bids are opened but pricing remains sealed until evaluations are completed

- Completed evaluations are returned to Purchasing Agent
  - Purchasing Agent opens pricing, tabulates evaluations and make a recommendation to the Judicial Purchasing Committee based on highest evaluation or lowest price.

- A Judicial Purchasing meeting is held and Action Sheet awarding bid is signed by committee members

- Bid is awarded and Action Sheet is posted on Purchasing page located at [www.courts.ri.gov](http://www.courts.ri.gov)