

# ITB (Invitation to Bid) Workflows

## Procurement Tracker Workflow Procedures

### Agency Instructions Only

If you encounter an error during this process, or have an idea to make this process easier, please submit a request via this link: <https://www.generalservices.state.nm.us/statepurchasing/ask-for-help.aspx>

#### 1.0 Invitation to Bid (ITB) Procurements – Overview

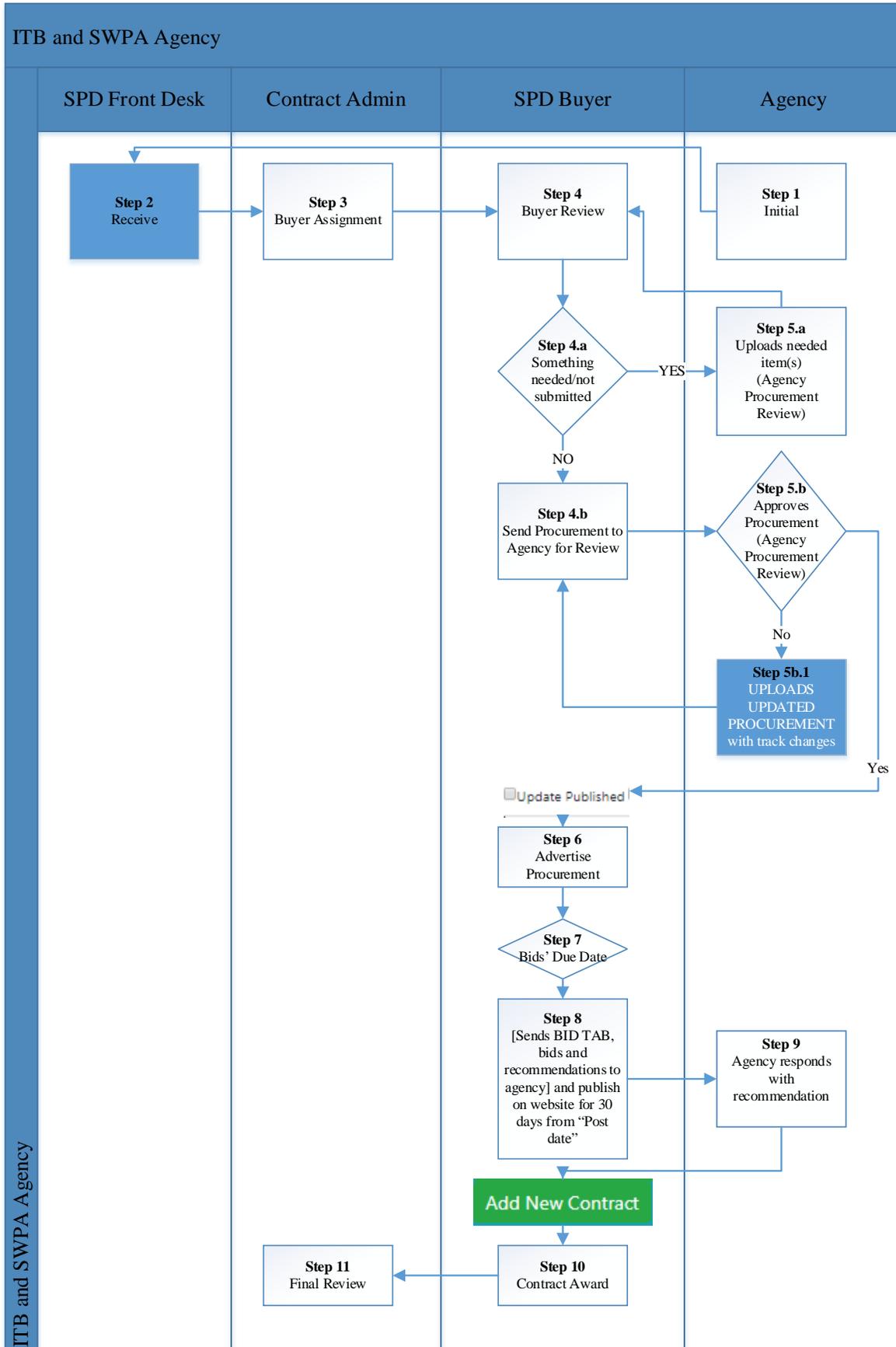
- 1.1 This procedure is used to process an Invitation to Bid (ITB) through Procurement Tracker. Based on the specific type of ITB, once the ITB is properly completed it should result in an award of either a Statewide Price Agreement (SWPA) or an Agency-Specific Contract, Price Agreement, or Purchase Request.
- 1.2 This procedure is NOT used to process ITBs for Facilities Management Division’s (FMD’s) Construction Projects. FMD Construction ITBs are covered in a specific procedure document that is titled “FMD Construction ITB Workflow Procedures”.
- 1.3 Workflow Summary: The eleven ITB workflow steps for an ITB where SPD is working with an agency on an SWPA or to create an Agency-Specific ITB are as follows: Initial, Receive, Buyer Assignment, Buyer Review, Agency Procurement Review, Advertise Procurement, Bids Due Date, Send Bid Tab to Agency, Agency Recommendation, Contract Award, and Final Review.
- 1.4 These procedures guide you through the agency specific steps where SPD requires actions from the agency contact. These are the steps in which you will interact with the system: Initial, Agency Procurement Review, Advertise Procurement, Bids Due Date, Send Bid Tab to Agency, Agency Recommendation, Contract Award, and Final Review.

#### Agency Initiated (SPD working with an agency on an SWPA or an Agency-Specific) ITB

Here is the workflow from SPD’s perspective:

Current Workflow Status : RECEIVE - NONE										
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
05/21/2018 INITIAL	05/21/2018 RECEIVE	05/21/2018 BUYER ASSIGNMENT	NA BUYER REVIEW	NA AGENCY PROCUREMENT REVIEW	NA ADVERTISE PROCUREMENT	NA BIDS DUE DATE	NA SEND BID TAB TO AGENCY	NA AGENCY RECOMMENDATION	NA CONTRACT AWARD	NA FINAL REVIEW
Agency Days: 0			Buyer Days: 0			Other Days: 0		Total Days: 0		

NM State Purchasing Division: ITB Workflow Procedures – Agency Only

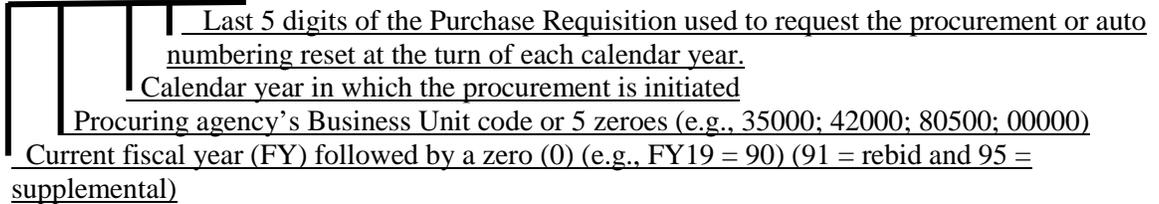


## 2.0 ITB – General Information

2.1 An Invitation to Bid (ITB) is a formal procurement process that is intended to result in a contract/agreement, although that may not always occur depending upon customer needs and changing requirements and priorities. Any ITB is based upon a specific defined objective that requires certain items or services, which then becomes part of the contract between a vendor and their customer(s) (the agency or all government entities allowed by law).

2.2 ITB numbering follows a specific system, as shown below:

##-#####-##-#####



2.3 People who perform the actions in this procedure may perform one or more of the following roles:

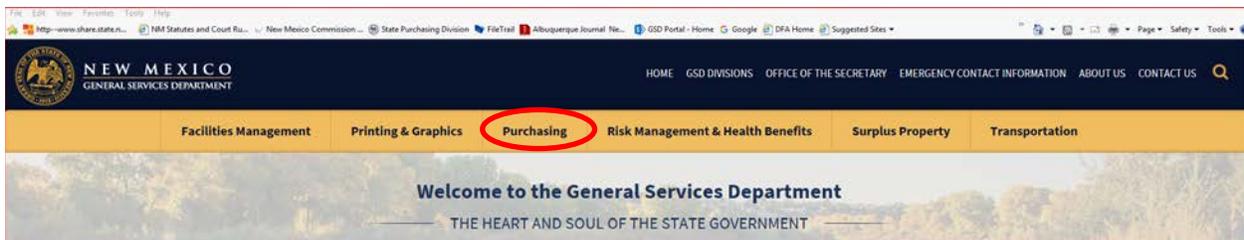
- Approver: individual responsible for approving a document either with a physical or digital signature; an approver might be from an agency external to SPD, could be a vendor or supplier, or might be in SPD, depending upon what specific document needs approval (e.g., a contract, a letter, a price list in an Excel spreadsheet).
- Buyer: individual at SPD who is responsible for processing the procurement in Procurement Tracker, in eProNM (also called the SciQuest or Jaggaer system), and as a physical file, and who coordinates all activities associated with the procurement through approval and subsequent amendment as it becomes a formal contractual document.
- Front Desk: individual at the SPD front desk responsible for ensuring File Tracker numbers are assigned to physical procurement files and that files of active procurements are found in the file room and pulled so an assigned buyer can begin processing an amendment or other activity for the procurement, or are appropriately filed in their short-term storage location.
- Requestor: individual requesting (initiating) the procurement; may be the responsible agency procurement buyer/manager or designee.

## 3.0 Workflow Procedures: ITB Procurements

3.1 Navigate to the General Services Department Home Page:

<http://www.generalservices.state.nm.us/default.aspx>

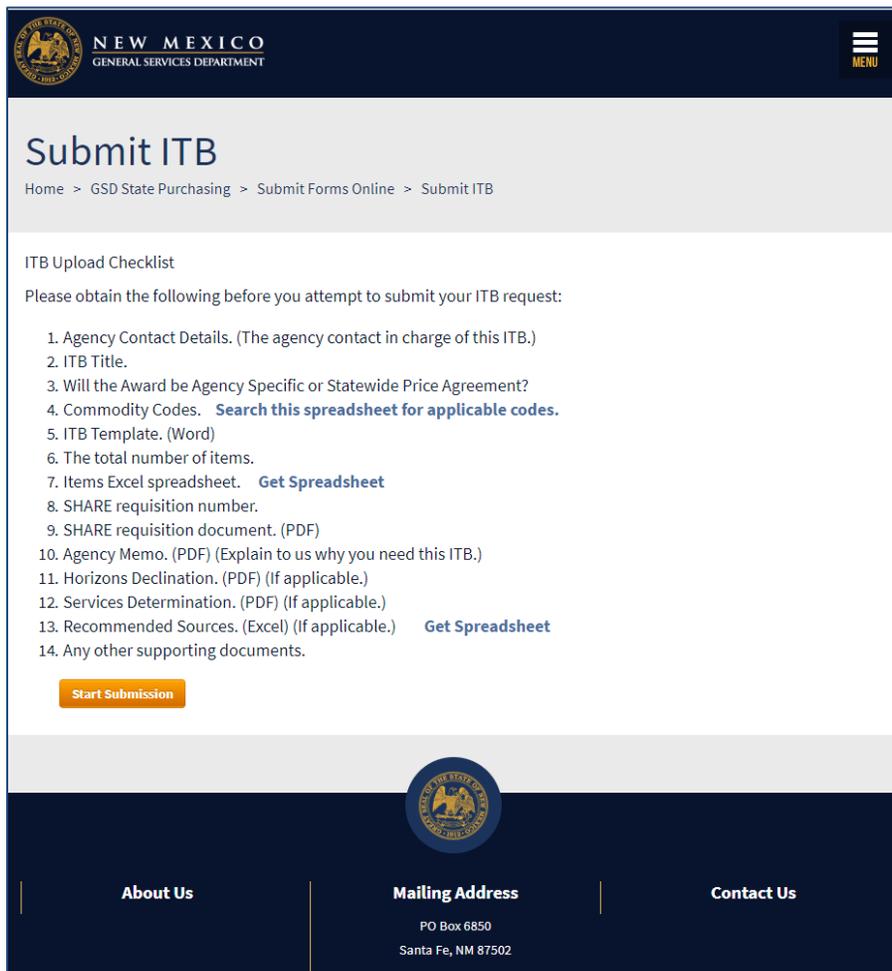
3.1.1 From the Home Page, click on the Purchasing heading to display a Mega menu.



3.1.2 In the pull-down menu, click on the type of procurement you wish to process in the Agency Online Forms column.



3.1.3 Choose Submit ITB to open the following to begin your ITB:



- a. Note that this screen tells you the documents you will need for your procurement, as well as the type or format that must be uploaded.

- b. Use the links included on the page to retrieve templates or information required for your ITB submittal, such as current commodity codes.
- c. You may not need all the documents that are listed. As an example, if your ITB is for tangible goods, you will not require a services determination or a Horizons declination.
- d. You should prepare all of the documents that will be needed for the procurement before you begin the submittal, since Procurement Tracker does not allow you to stop and save your initial submission when you are part of the way through the submittal. If you have to get one signed and scanned, you will come back to Procurement Tracker and find this waiting for you:



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**Your Session has been expired.**

You have been brought here because your current user session has expired.

For security reasons we cannot keep the session open indefinitely, so, if you haven't made any changes for a while, you will automatically be logged out. Every time you perform a new action or load a new page your session is renewed. Therefore, as long as you are doing something, this should not happen.

[Go To Login](#)  
[Go To State Purchasing Web Site](#)

Thank You.

- e. When you have all of your documents prepared and are ready to start your submittal, press the Start Submission button at the bottom left side of the screen.

### 3.2 Initial Step Workflow Procedures

**Note:** A **yellow highlight** is used to indicate the initiating action of a workflow step.

**Note:** The Initial step in the workflow is performed by an agency external to GSD/SPD. The person performing the Initial step is called the Requestor.

Workflow Step 1: **Initial** (Agency: submit forms online)

Current Workflow Status : RECEIVE - NONE										
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
05/21/2018 INITIAL	05/21/2018 RECEIVE	05/21/2018 BUYER ASSIGNMENT	NA BUYER REVIEW	NA AGENCY PROCUREMENT REVIEW	NA ADVERTISE PROCUREMENT	NA BIDS DUE DATE	NA SEND BID TAB TO AGENCY	NA AGENCY RECOMMENDATION	NA CONTRACT AWARD	NA FINAL REVIEW
Agency Days: 0		Buyer Days: 0		Other Days: 0		Total Days: 0				

3.2.1 Enter the required information into the following ITB Upload screens as directed via the online system wizard, beginning with the Contact Details screen:

ITB Upload

1 Contact Details 2 ITB Details 3 Requisition Details 4 Other Details 5 Finish

Contact Details 1/4

Enter the contact information for the person overseeing this procurement.

**Agency \*** *Start typing and select an option*

35000 - GENERAL SERVICES DEPARTMENT

**First Name \*** Kimberly

**Last Name \*** Hunt-Brown

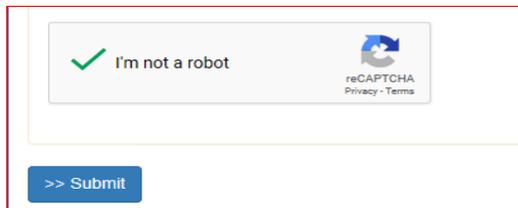
**Email \*** Kimberly.Hunt-Brown@state.nm.us

**Phone \*** 505-827-0474

I'm not a robot reCAPTCHA Privacy - Terms

>> Submit

- a. To complete the Agency field:
  - 1) Type the three-digit agency code for your agency and click on the correct choice from the menu items displayed, **or**
  - 2) Click on the dropdown menu and scroll until you see your agency's name and click on the correct name.
- b. Enter the Contact Information **for the person overseeing this procurement.**
  - 1) Select the name of the procuring agency from the dropdown menu options. Can also start to type the Agency name and the field will auto populate.
  - 2) Enter a first name.
  - 3) Enter a last name.
  - 4) Enter the email address.
  - 5) Enter a telephone number.
- c. Click the box to indicate you are a human being in the reCAPTCHA box.



- d. Click the Submit button when you have finished entering information on this screen to move to the next screen.

3.2.2 Complete the ITB Details screen.

ITB Details 2/4

ITB Title, Commodity, ITB Document

**ITB Title \***

Will this be an Agency-Specific Award or Statewide? \*

AGENCY SPECIFIC

STATEWIDE PRICE AGREEMENT

**Commodity Codes \***

Select a Commodity Code

Selected Commodity Codes

**DRAFT ITB Document (MS Word Document) \***

[ITB Contract Template](#)

[ITB Price Agreement Template](#)

[ITB Purchase Template](#)

No file

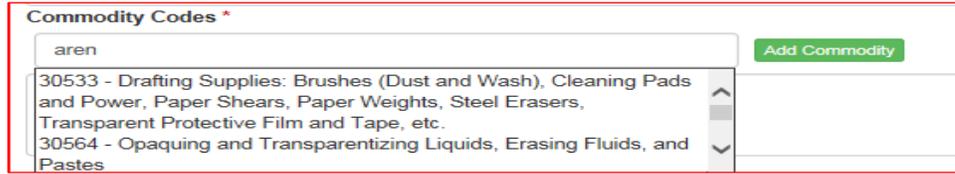
**Total number of items \***

Items Upload (MS Excel Spreadsheet) \* [Template download](#)

No file

- a. Enter the details of the ITB procurement.
  - 1) Enter the title for the ITB in the ITB Title text box.
  - 2) Click the appropriate circle to choose whether the ITB is going to be an Agency-Specific Agreement or if it will be a Statewide Price Agreement.
    - When the SWPA option is chosen, Procurement Tracker will automatically generate an SWPA number to be used for the RFP and subsequent price agreement.
  - 3) When the Agency-Specific option is chosen, the SHARE Purchase Requisition number will be used in part to generate the number for the RFP.
  - 4) Enter one or more commodity codes as follows:
    - a) Use the smart search function by entering a descriptive term for the commodity code to retrieve a list of commodity codes that might apply to the procurement, then select any appropriate commodity codes by clicking on the

desired code and then clicking on the Add Commodity button. Add one code at a time.



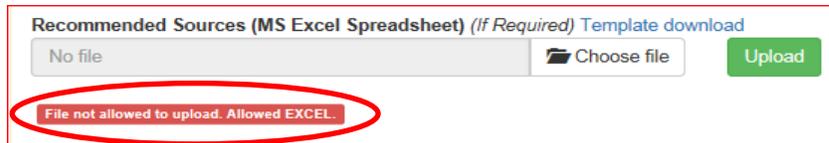
- b) Alternatively, if you know the number for the commodity code, type that number in the field and click on the Add Commodity button.
- c) Add any and all the applicable choices, since the more choices you include, the larger the pool of vendors who will be notified by the system when your procurement is posted, and who can then respond to your solicitation.
- d) If you included a commodity code but then decide you do not want to include that code, click on the unwanted commodity code in the Selected Commodity Codes field to highlight it and then click the Remove Commodity button.



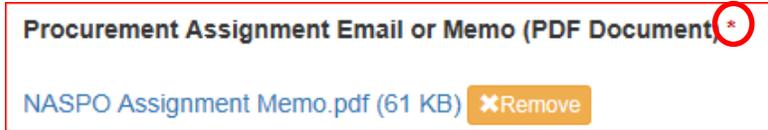
- b. Upload documents for the ITB to meet the following requirements:
  - 1) The required format for the document, such as Word, Excel, or PDF, is listed with the document.



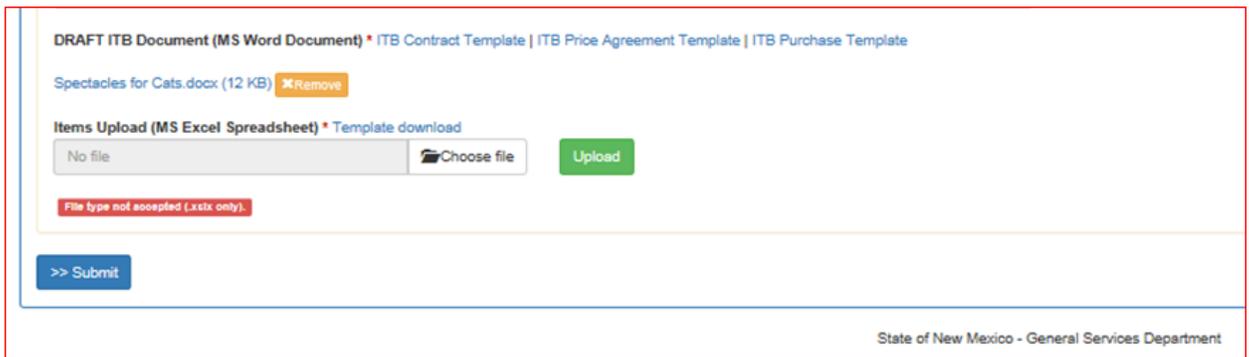
- 2) Click on Choose file to access your files, then click on the appropriate file to upload.
  - a) If you have accidentally uploaded the wrong file, click remove, and then repeat the Choose file/upload process with the correct file.
  - b) If you try to upload a document in a format that is not allowed (MS Word instead of MS Excel, for example), you will receive an error message and will need to upload the document in the correct format.



- c) You must upload a file for each of the required documents [indicated with a red asterisk (\*) on the screen]. If you press Submit and you did not upload all of the required documents, you will receive an error message telling you what is needed, and Procurement Tracker will not allow you to proceed.



- d) If you have uploaded the wrong document, click on the XRemove button, as shown in the example above, to delete that document from Procurement Tracker. Then follow the upload steps described previously and upload the correct document into Procurement Tracker.
- c. Upload the Draft ITB document.
  - 1) The Draft ITB must be a Word document.
  - 2) Use the appropriate template (link) to develop the draft ITB:
    - ITB Contract, for an Agency-Specific Contract
    - ITB Price Agreement, for an Agency-Specific Price Agreement
    - ITB Purchase Request, for a special one-time purchase



- d. Upload the Items document.
    - 1) The Items document must be an Excel workbook using the eProNM format.
    - 2) Use the template link to develop the Excel Items spreadsheet. Download and use the spreadsheet from the website each time you create a new ITB.
  - e. When the correct files have been uploaded, press the Submit button to move to the next screen.
- 3.2.3 Complete the Requisition screen.

The screenshot shows the 'ITB Upload' interface with a blue header. Below the header are three yellow tabs: 'Contact Details 1/4', 'ITB Details 2/4', and 'Requisition 3/4'. The 'Requisition 3/4' tab is active and contains the following fields:

- Requisition #, SHARE Req document**  
**SHARE Requisition # \* last 5 digits**
- Requisition Document (PDF Document) \***
- Agency Memo (PDF Document) \***

At the bottom left of the form is a blue button labeled '>> Submit'. At the bottom right, the text 'State of New Mexico - General Services Department' is displayed.

- a. Enter the last 5 digits of the requisition number on the SHARE requisition being used to process the procurement request.
- b. Upload the PDF copy of the SHARE requisition being used to process the procurement request.
- c. Click the Submit button to move to the next screen.

3.2.4 Complete the Other screen.

The screenshot shows the 'ITB Upload' interface with a yellow tab labeled 'Other 4/4'. Below the tab is the heading 'R/S Upload, Other Upload'. The form contains the following fields:

- Horizons Declination (PDF Document) (If Required)**
- Services Determination (PDF Document) (If Required)**
- Recommended Sources (MS Excel Spreadsheet) (If Required)** [Template download](#)
- Other Document (PDF Document) (If Required)**

- a. Enter additional required or supplemental documents that are associated with the ITB and that will be needed to process the procurement.

- 1) If the ITB is for services, Horizons has the right of first refusal in accordance with the State Use Act the Agency must upload the Horizons Declination PDF document.
- 2) If the ITB includes services, a determination will need to be made as to whether those services will fall under the definition of a General Services or a Professional Services.
  - a) Obtain a written determination from [spd.determination@state.nm.us](mailto:spd.determination@state.nm.us) that the work to be procured is General Services.
  - b) Upload the PDF of the Services Determination email.
- 3) Create a Recommended Sources list.
  - a) Download the template provided at the link, and develop the Recommended Sources list. We will notify your recommended sources via email only.
  - b) Upload the completed Recommended Sources spreadsheet.
- b. Upload any other required or supporting documents to be used with the ITB. These must be PDF documents.
- c. Press the Submit button to submit the initial ITB information.

ITB Upload

Contact Details 1/4

ITB Details 2/4

Requisition 3/4

Other 4/4

R/S Upload, Other Upload

Horizons Declination (PDF Document) (If Required)

Horizons Declination Letter - Spectacles for Cats.pdf (58 KB) [Remove](#)

Services Determination (PDF Document) (If Required)

Services Determination Letter - Spectacles for Cats.pdf (59 KB) [Remove](#)

Recommended Sources (MS Excel Spreadsheet) (If Required) [Template download](#)

Excel\_Form\_Recommended Sources for Cat Glasses.xls (74 KB) [Remove](#)

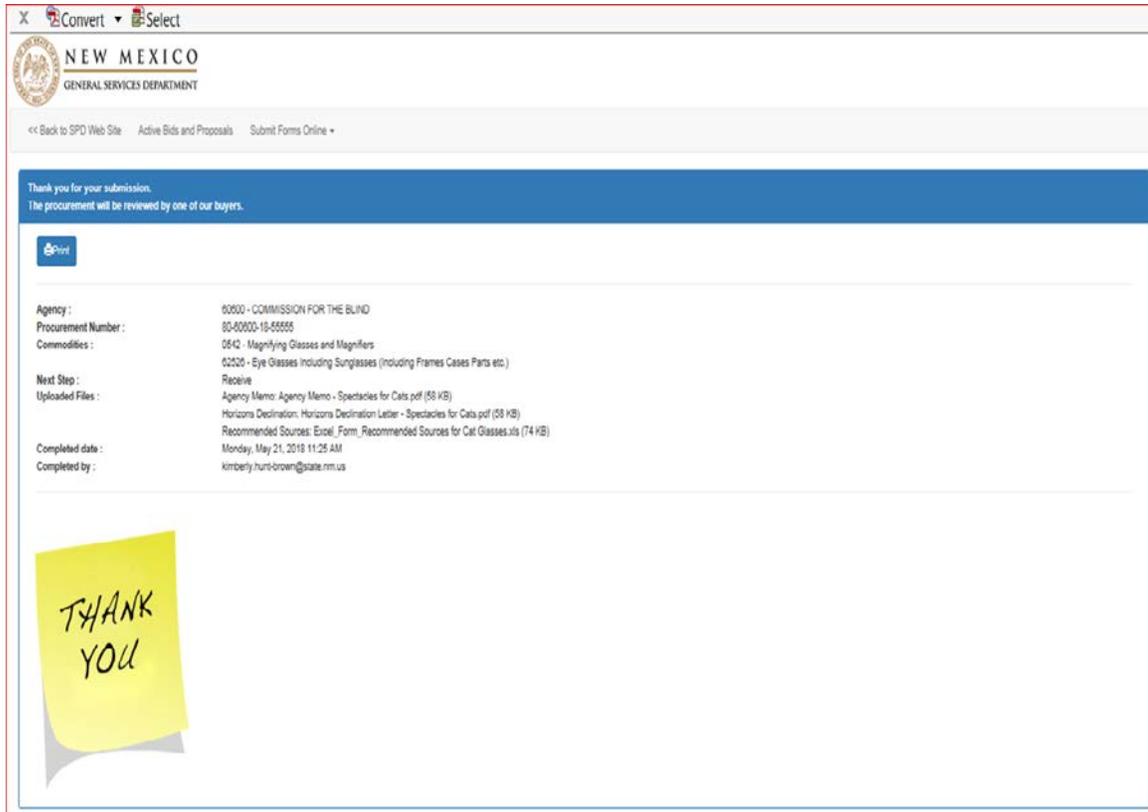
Other Document (PDF Document) (If Required)

No file [Choose file](#) [Upload](#)

>> Submit

State of New Mexico - General Services Department

- 3.2.5 Once the required uploads are done and all the necessary information has been captured, Procurement Tracker will display a Thank You screen similar to the following example:



- a. Note that the information contained in this screen example shows the following:
  - The Agency that submitted the procurement
  - The assigned, automatically-generated procurement number, Agency-Specific or Statewide Price Agreement, which it will have within Procurement Tracker and that will be referenced on all associated documents for the procurement and resulting contract.
  - All Commodity Codes and their description
  - The next step in the workflow process
  - A list of all of the uploaded files, including their format and size
  - The date this procurement was initially submitted
  - The name of the person who completed and submitted the file
- b. The procurement is now processed for receipt by SPD's front desk and is now on Step 2, Receive.

Workflow Step 2: **Receive** (SPD: Front Desk)

3.3 SPD Front Desk personnel will receive and process the ITB request.

Workflow Step 3: **Buyer Assignment** (SPD CPM)

3.4 CPM will process assignments to buyers through Procurement Tracker.

Workflow Step 4: Buyer Review (SPD Buyer) → may loop to Agency (Workflow Step 5) and back to the SPD Buyer until the ITB is finalized

3.5 The SPD Buyer reviews and processes the procurement assignment.

3.5.1 Review the file to make sure that everything is both complete and correct.

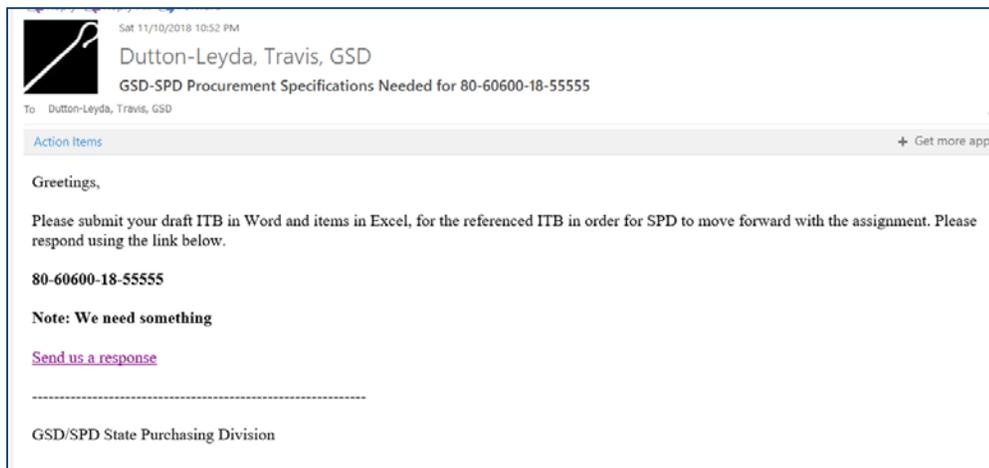
- a. Ensure all appropriate documents have been uploaded into Procurement Tracker.
  - 1) Verify that the soft specifications/ITB template (electronic files) have been received.
  - 2) Ensures the items spreadsheet is in the correct format.
  - 3) Verifies that any informal or supporting ITB documents that must be included with the ITB package have been uploaded.
- b. Request missing documents or updated documents, as necessary, from the Agency.

3.5.2 Finalize the procurement package through the agency then continue with Workflow Step 6: Advertising.

Workflow Step 5: Agency Procurement Review (Agency)

3.6 Procurement Tracker will send you an email stating that the Buyer needs the requested documents or other additional information, or that approval on the final ITB is needed.

3.6.1 The email will request that you send everything that is included in the comment box.



3.6.2 The note in the email will specify any additional information required by the buyer.

- a. Click the link in the email.
  - You will be prompted to verify your email address.

**Agency access**

**Email address verification.**

You are trying to access a secured page.  
Please enter your valid email address

Enter Email Address

>> Submit

b. You will then receive another email with a security code. Enter the code on this screen.

**Agency access**

**Enter your verification code.**

An email has been sent to the email address that is registered  
have been moved there.

544066

>> Submit Code

Resend the code

c. Then you will gain access to view the documents and send back the updated ITB template and/or items spreadsheet

3.6.3 You will either need to provide the correct draft ITB or items in Excel. Scroll all the way down to the bottom of the page to view all the documents.

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Please submit your soft specifications in Word and items in Excel, for the referenced procurement in order for SPD to move forward with the assignment.

**80-60600-18-55555      Current Workflow Status : AGENCY SOFT SPECIFICATION**

<b>Procurement Number</b> 80-60600-18-55555	<b>Agency</b> 60600 - COMMISSION FOR THE BLIND	<b>Procurement Type</b> ITB	<b>Bureau</b> IT
<b>STATEWIDE Price Agreement (YES/NO)</b> NO	<b>Agreement Type</b> CONTRACT	<b>Buyer</b> Travis Dutton-Leyda	
<b>Procurement Description</b> GLASSES FOR CATS			
<b>Agency Buyer</b> KIMBERLY HUNT-BROWN	<b>Email</b> TRAVIS.DUTTON-LEYDA@STATE.NM.US	<b>Phone</b> (555)555-5555	
<b>Created By</b> Kimberly Hunt-Brown	<b>Created Date</b> 5/21/2018 11:25:47 AM	<b>Updated By</b> Travis Dutton-Leyda	<b>Updated Date</b> 11/10/2018 10:51:53 PM

**Please upload the ITB Template \* Required**

Choose file

**Please upload your items**

Item Template Download

Choose file

Submit Soft Spec

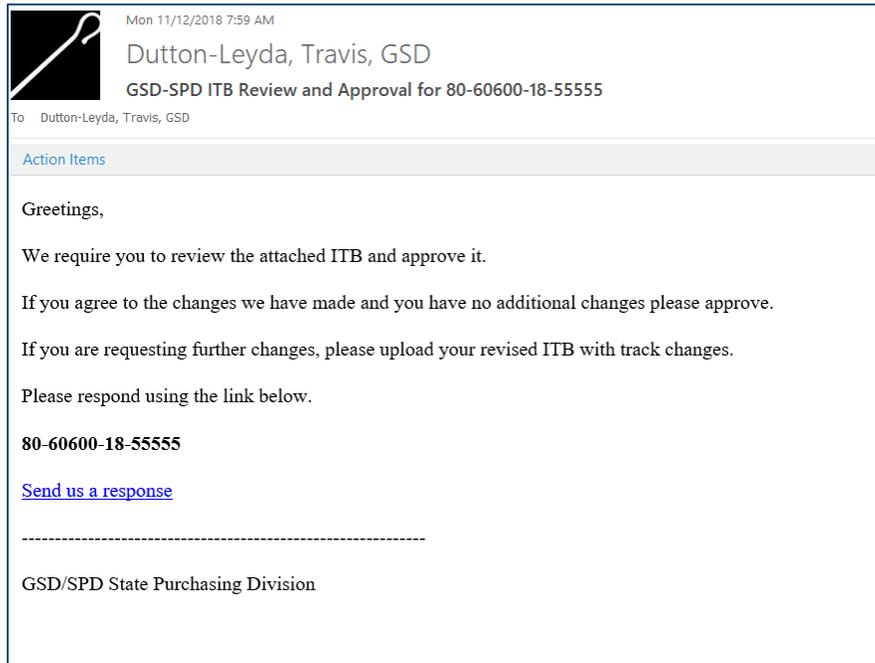
Clear

**Files**

Document Title	Document Type	Receipt Date	Operator	Size	Type	
NASPO_ValuePoint RFP Template_Final (12-13-17).docx	Procurement	08/06/2018 05:19:24 PM	Travis Dutton	168729	DOCX	View
Excel_Form_Recommended Sources for Cat Glasses	Recommended Sources	05/21/2018 11:25:48 AM	KamI Brown	76288	XLS	View
Horizons Declination Letter - Spectacles for Cats	Horizons Declination	05/21/2018 11:25:47 AM	KamI Brown	60176	PDF	View
Agency Memo - Spectacles for Cats	Agency Memo	05/21/2018 11:25:47 AM	KamI Brown	59712	PDF	View
Spectacles for Cats	SHARE Requisition	05/21/2018 11:25:47 AM	KamI Brown	27866	PDF	View
Excel_Form_Records_Glasses	Items	05/21/2018 11:25:47 AM	KamI Brown	77824	XLS	View
Spectacles for Cats	Draft ITB	05/21/2018 11:25:47 AM	KamI Brown	13062	DOCX	View

NM State Purchasing Division: ITB Workflow Procedures – Agency Only

- a. Repeat this process by completing the step as many times as SPD requests and until you have finalized the draft ITB and approved it for advertisement.
  - b. You may not see the above screen if you submitted all required documents in the required format at the initial step.
- 3.6.4 Once the SPD buyer has reviewed the ITB and is ready for advertisement and public release, you will receive an email requesting final approval to go public.



- a. Review the finalized ITB and approve or reject the ITB with additional comments.

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We require you to review the attached RFP and approve it.  
 If you are requesting further changes, please upload the procurement using track changes.  
 If you agree to the changes we have made and you have no additional changes please approve.  
 Please respond using the link below.

**Instructions**

80-60600-18-55555      Current Workflow Status : AGENCY PROCUREMENT REVIEW

Procurement Number 80-60600-18-55555	Agency 60600 - COMMISSION FOR THE BLIND	Procurement Type ITB	Bureau IT
STATEWIDE Price Agreement (YES/NO) NO	Agreement Type CONTRACT	Buyer Travis Dutton-Leyda	
<b>Procurement info</b>			
Procurement Description GLASSES FOR CATS			
Agency Buyer KIMBERLY HUNT-BROWN	Email TRAVIS.DUTTON-LEYDA@STATE.NM.US	Phone (505)555-5555	
Created By Kimberly Hunt-Brown	Created Date 11/21/2018 11:25:47 AM	Updated By Travis Dutton-Leyda	Updated Date 11/21/2018 11:25:47 AM

**If you approve the ITB, the workflow will move to the advertise step.**

**If you reject the ITB, you be required to upload a new version that your agency approves. Use the document obtained from the library below and make sure all changes are tracked.**

**Document library. click 'view' on the most recent procurement document to download and review the ITB.**

Document Title	Document Type	Receipt Date	Operator	Size	Type	
Computers.docx	Procurement	11/12/2018 07:59:10 AM	Travis Dutton-Leyda	55999	.DOCX	View
NASPO_ValuePoint RFP Template_Final (12-13-17).docx	Procurement	09/06/2018 05:19:24 PM	Travis Dutton	168729	.DOCX	View
Excel_Form_Recommended Sources for Cat Glasses	Recommended Sources	05/21/2018 11:25:47 AM	Kami Brown	76288	.XLS	View
Horizons Declination Letter - Spectacles for Cats		05/21/2018 11:25:47 AM	Kami Brown	60176	.PDF	View
Agency Memo - Spectacles for Cats		05/21/2018 11:25:47 AM	Kami Brown	58712	.PDF	View
Spectacles for Cats		05/21/2018 11:25:47 AM	Kami Brown	27866	.PDF	View
Excel_Form_Records_Glasses	Items	05/21/2018 11:25:47 AM	Kami Brown	77824	.XLS	View
Spectacles for Cats	Draft ITB	05/21/2018 11:25:47 AM	Kami Brown	13062	.DOCX	View

- b. If you reject the ITB, you will continue to repeat the process described previously until the final version is approved.
- c. Once you approve the ITB, the SPD buyer will advertise and release it to the public.

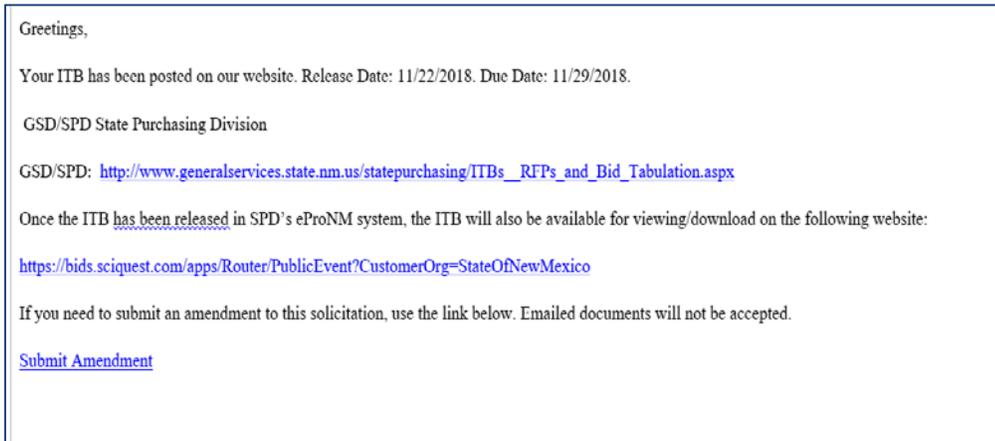
**Note:** Procurements will **only** be advertised after steps 1 through 5 are complete. To expedite the process, respond immediately when SPD reaches out for additional info or approval.

Workflow Step: 6 [Advertise Procurement]

**Note:** According to Section 13-1-104, NMSA 1978, State Purchasing is required to advertise in three newspapers of general circulation; as a general rule, State Purchasing has chosen to advertise in the *Santa Fe New Mexican*, the *Albuquerque Journal*, and the *Las Cruces Sun-News*.

3.7 The SPD Buyer will take the necessary actions to post the approved ITB procurement package on the public-facing websites (GSD and eProNM), and to publish the ITB notice as required in the newspapers.

3.7.1 Once the ITB has been released, you will receive an email such as this. Currently you will wait until the due date unless you need to amend your ITB.



**Note:** Amendments to an ITB may be submitted while the ITB is published because of issues that arise, or from vendor questions about the ITB related to areas such as scope, schedule, or unique specifications.

3.7.2 During the time while the ITB is being advertised, and until the bid opening date, you may need to amend your ITB. Process ITB Amendments as follows:

- a. An ITB Amendment may result from questions that are asked about the ITB during the advertising process. Questions and answers will be shared with all individuals who are interested in responding to the procurement by means of the public-facing SPD website.
- b. If the question and answer change a material aspect of the procurement (e.g., scope of procurement, schedule for completion of procurement project, required human resource loading levels), an Amendment to the procurement document will be processed and published with the procurement that will include in detail all the specifics of the change.
- c. Submit each ITB Amendment to SPD via the link in the email above.

Workflow Step: 7 [Bids Due Date] (SPD)

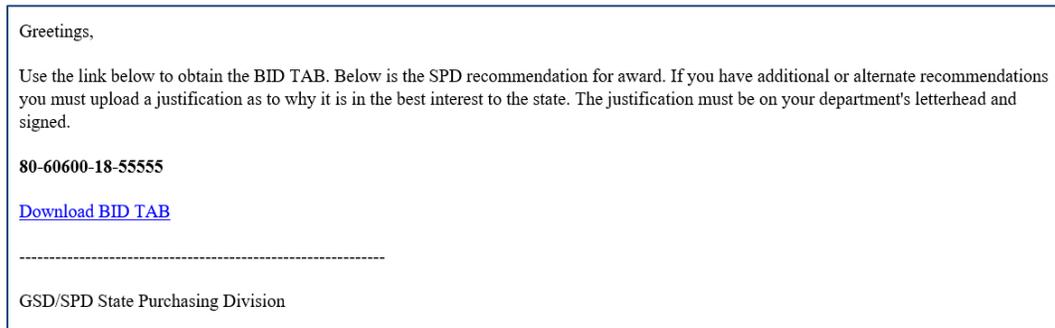
3.8 This step will auto-complete on the due date. **(The due date can change if the ITB is amended.)**

Workflow Step: 8 [Bid Tab Publish] (SPD)

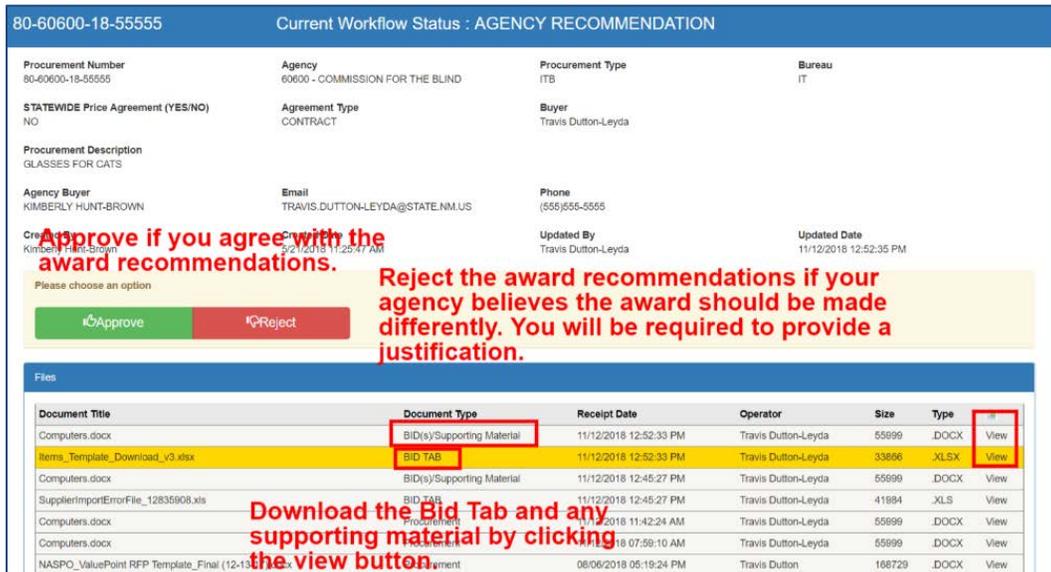
3.9 SPD prepares the Bid Tabulation (Bid Tab) and will publish the results for a minimum of 30 days to the GSD website.

Workflow Step: 9 [Agency Recommendations] (Agency)

3.10 You will receive an email with a link to download the Bid Tab and supporting materials.



- a. Download the Bid Tab and supporting materials.
- b. Review the Bid Tab for accuracy against the bids and award recommendations in the notes in the email above.
- c. If you agree with the award recommendations, click approve.



Workflow Step: 10 [Contract Award] (SPD)

3.11 SPD will create the award. After the award is finalized and signed by the SPA, Procurement Tracker will email a PDF of the executed award to you.

Workflow Step: 11 [Final Review] (SPD)

## NM State Purchasing Division: ITB Workflow Procedures – Agency Only

3.12 The SPD CPM will review the files to make certain that everything is complete and correct.

3.13 The process is complete.

Current Workflow Status : RECEIVE - NONE

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
05/21/2018 INITIAL	05/21/2018 RECEIVE	05/21/2018 BUYER ASSIGNMENT	NA BUYER REVIEW	NA AGENCY PROCUREMENT REVIEW	NA ADVERTISE PROCUREMENT	NA BIDS DUE DATE	NA SEND BID TAB TO AGENCY	NA AGENCY RECOMMENDATION	NA CONTRACT AWARD	NA FINAL REVIEW
Agency Days: 0		Buyer Days: 0		Other Days: 0		Total Days: 0				