Project Manager
- Confirms project documents are complete
- Verifies all forms are received
- Verifies SFM approval
- Prints, completes, and signs bid request form
- Director approves documents and
  **Provides to Bidding Coordinator:**
  1) Normally on tracking sheet:
     - Request & preference for assignment.
     - Verification of project tracking
     - Target & MACC established
     - Approval to bid, indicated by Director’s initials; and, specifying brevity, if any.
  2) Normally on draft of Invitation to Bid:
     - **Designer** name, address, phone, fax, contact
     - Project Name & Brief Project Description
     - Plan rooms
     - Plan deposit amount

Bidding Coordinator
1) Determines Bid Date:
   - Determines bid opening location
   - Considers necessary lead time & approved brevity
   - Verifies availability of date, time, & place
2) Assigns Bid Date:
   - marks in Bid Book monthly schedule
   - captures necessary information
   - e-mails Project Manager
3) Enters ITB data in PITS
4) Generates documentation:
   - PITS bid summary (to Bid Book)
   - Print a copy of procurement screen
   - Updates website bid list
5) Creates bid file with initialized project tracking sheet
6) E-mail sent to :
   - Project Manager
   - Location Coordinator
   - Construction Representative

Bidding Coordinator, during solicitation:
- Frequent checks, if there been any changes in Bid List, Procurement Screen copies bid list to:
  - Bid Book

Location Coordinator
1) E-mails notice to **Designer**
2) Schedules location.
3) If conflict, tells Bidding Coordinator.

Designer, during solicitation:
1) Receives:
   - Bid Start e-mail
   - acknowledgement of Bid date and time
2) Procurement screen updates website automatically
3) Informs potential bidders.
4) Distributes Bidding Documents to:
   - **Bidding Contract Manager**
   - Construction Representative in field: Area plan rooms
   - Bidders of Record along with Bid Pack
5) Schedules and leads pre-bid conference.
6) Receives questions and requests for substitution from Bidders of Record.
7) Distributes Bid Tab at least 3 days before bid to Location Coordinator and Bidding Coordinator.

Bidding Coordinator, during solicitation: