

# PROCUREMENT QUALITY CONTROL PROCESS

Flow	Responsibility	Activity / Action	Control Criteria
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**A**

Document Control	Document Controller	Receive IFB (Invitation to Bid)	
Project Review	Procurement Manager	Recview IFB	
Input to electronic Data Base	Project Controller	Log-in project to Inquiry Data Base & check all IFB documentsfor transmittal w/ RFQ	
Technical Review	Project Engineer	Split project by material category (CSI code) Specify required documents for each category	

**B**

Vendor Search	Procurement Manager	Access on-line data base for qualified vendoes / suppliers	
Review product information	Procurement Manager	Review on-line manufacturer / distributor product information & resources	Vendor search criteria: product category, subcategory, division, geographic location, product specs, delivery requirements
Review vendor qualifications & ratings	Procurement Manager	Drop unqualified vendors & download qualified vendor information & ratings to project data base	Vendor rating criteria: responsiveness (on time), product quality, price, terms, delivery
List of three or more vendors	Data Base Manager	Electronic systems produces output list of qualified vendors by rating	
Selection of at least three vendors for RFQ's	Procurement Manager	Select top rated vendors for RFP Specify RFP requirements (delivery, dates, payment terms, discounts, packing, etc.	Vendor selection criteria: Distributor / manufacturer specified / sole source, vendor rating, geoghaphic location

**C**

Prepare documents to transmit w/ RFP's	Project Administrator	Assemble RFQ packages with forms & attachments	
Issue RFP's to qualified vendors	Data Base Manager	Electronic system generates RFQ's (print to paper, fax or mail)	
Confirm / acknowledge receipt of RFP's by vendors	Project Administrator	Follow-up to confirm vendors / suppliers received RFQ's & prepare responses	
Tracking vendor questions and responses	Project Controller	Track RFQ target & response dates, follow-up progress with vendors / suppliers	
Receive vendor quotes and log responses	Project Administrator	Receive vendor quotes & log-in responses into data base	

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**D**

Log-in bid details and prepare Bid Tabulation form	Project Administrator Project Engineer	Log-in quote detail into data base and generate analysis / comparison report	
Quotation / bid analysis	Procurement Manager Project Engineer	Perform detail analysis of quotes received from vendors	
Vendor responsiveness and negotiations	Procurement Manager Project Engineer	Renegotiate with vendors to obtain best & final prices	

**E**

Responsive bids rating	Project Administrator Project Engineer	Enter responsive vendor ratings in data base for compliance & responsiveness	
Vendor selection and feedback data	Procurement Manager Project Engineer	Select best quote & enter data for vendor feedback communique	
Vendor final negotiation and feedback documents	Procurement Manager Project Engineer	Negotiate final price / terms & generate feedback documents to vendor	

**F**

Payment method and budget approved	Project Administrator Finance Department	Negotiate with vendor and approve payment method	
Issue Purchase Order (PO) to vendor	Project Administrator	Generate PO document showing negotiated terms and logistics procedures and documentation	
Vendor acknowledgement of Purchase Order (PO)	Project Administrator	Receive and log-in vendor acknowledgement and file document	

**G**

Review vendor / manufacturer's submittals	Project Engineer	Review manufacturer data for compliance with purchase order terms	
Transmit submittals to client	Project Engineer	Compile & submit product data for client approval	
Owner review and approval action	Owner's Engineer	Study & review submittals approval / action	
Receive and incorporate Owner's comments	Project Administrator Project Engineer	Review & transmit comments to vendor & confirm incorporation	

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H

Release and track Purchase order	Logistics Manager	Release PO for production when materials are approved. Ensure timely & accurate performance by suppliers	
Confirm payment instrument in place	Project Administrator Finance Department	Negotiate & confirm payment instrument is in place	
Expediate production and shipping	Logistics Manager	Track to ensure manufacturer prepares order for shipment	
Determine shipping method and routing	Logistics Manager	Specift shipping means & best routing land / sea / air	
Pre-shipment inspection	QA/QC Engineer	Inspection of material at manufacturer or at port of embarkation	Inspection criteria - compliance with specs quality of material, quantity of material
Manufacturer's compliance and inspecton certificates	Logistics Manager	Receive & log-in manufacturers compliance & inspection certificates	
Prepare shipping document	Logistics Manager	Produce shipping documents from data base: commercial invoice, packing list, certificate of origin. BOL/AWB/IFB	
Material receiving and inspection on site	Logistics Manager Site Engineer	Track packing, shipping, clearing, inspection of material at port of embarkation	

I

Order completion and closeout	Project Administrator	Log-in order completion into data base and update project status	
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