

PURCHASE & PROCUREMENT SERVICES

Smart Procurement. Better Results.

Procurement support that helps public agencies develop solicitations, manage competitive processes, evaluate vendors, administer contracts, and strengthen purchasing compliance.

CORE SERVICES

✓ RFP/RFQ/ITB Development

Prepare clear, competitive solicitation documents with scope, requirements, evaluation criteria, compliance terms, and submission instructions.

✓ Solicitation Management

Manage the procurement process from advertisement and vendor questions through opening, evaluation, recommendation, and award support.

✓ Vendor Management

Establish processes for vendor onboarding, performance monitoring, documentation, communication, and issue resolution.

✓ Surplus Property Support

Coordinate compliant disposition of surplus vehicles, equipment, technology, and other public assets.

✓ Purchasing Compliance

Review purchasing practices against policies, thresholds, competitive requirements, documentation standards, and applicable regulations.

✓ Bid Evaluation

Develop evaluation tools and support objective review of bids and proposals against published criteria.

✓ Contract Administration

Track contract requirements, deliverables, renewals, payments, amendments, insurance, and vendor performance.

✓ Procurement Policies

Develop or update procurement policies and procedures to improve consistency, competition, documentation, and internal control.

GOVERNMENT CONTRACTING CODES

NAICS: 541611, 561110

PSC: R707, R408

DELIVERY MODEL

1 ASSESS • 2 PLAN • 3 EXECUTE • 4 REPORT