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<td>PR-010-010: Goods and Services Procurement Policies</td>
<td>This process describes the procurement of goods and services related to their particular statutes.</td>
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<tr>
<td>PR-010-020: Public Works Procurement Policies</td>
<td>This process describes the policies around procurement under Public Works statutes.</td>
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<td>PR-010-030: Policy Updates</td>
<td>This process describes the process to update statutes and rules governing procurement.</td>
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<td>PR-010-040: Audit Policy</td>
<td>This process describes audit policy for agencies under the State Procurement Act.</td>
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<td>This process describes the methods for monitoring performance.</td>
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PR-010-020: Public Works Procurement Policies
PR-010-030: Policy Updates

1. Introduce Legislation
2. Draft Rules
3. Monitor Changes to Statistics or Regulations for Procurement
4. Approve?
5. Draft Changes to Procurement Policies
6. Publish Changes
7. Implement Changes
8. End

End

End

End

End

End

End
**PR-010-040: Audit Policy**

- **Start**
- Determine Internal Audit Policy
- Publish Audit Guidelines
- Compliant with Audit Requirements
- **End**

**PR-010-050: Performance Monitoring**

- **Start**
- Establish Dashboards
- Establish KPI/Metric
- Establish Standard Reports
- **End**
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<table>
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<th>PR-020-010: Create a Requisition</th>
<th>This process describes how to initiate a requisition.</th>
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<tr>
<td>PR-020-020: Develop Specifications</td>
<td>This process describes processing, approving, and determining the procurement method for a requisition.</td>
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PR-020-010: Create a Requisition
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Overview of Subprocesses in this process

<table>
<thead>
<tr>
<th>PR-030-010: Review Sourcing Event</th>
<th>This process describes the assigning and initiating of a sourcing event.</th>
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<tr>
<td>PR-030-020: Develop Sourcing Event</td>
<td>This process describes the development of a sourcing event to include scope of work development, evaluation criteria development, and approvals for goods and services and public works.</td>
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<tr>
<td>PR-030-030: Release to Industry</td>
<td>This process describes releasing a sourcing event to industry. This process also describes how suppliers may receive and respond to the invitation.</td>
</tr>
<tr>
<td>PR-030-040: Administer Sourcing Event</td>
<td>This process describes the administration of a sourcing event for goods and services.</td>
</tr>
<tr>
<td>PR-030-050: Evaluate Sourcing Event Responses</td>
<td>This process describes the evaluation and selection of a supplier for a goods and services solicitation.</td>
</tr>
<tr>
<td>PR-030-060: Non Responsive Appeal</td>
<td>This process describes a non responsive appeal for a formal sourcing event under the State Procurement Act.</td>
</tr>
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<td>PR-030-070: Cancel Solicitation</td>
<td>This process describes the steps taken to cancel a solicitation.</td>
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<tr>
<td>PR-030-080: Award Appeal</td>
<td>This process describes the steps taken to appeal an award decision from a formal sourcing event under the State Procurement Act.</td>
</tr>
<tr>
<td>PR-030-090: Specification Challenge</td>
<td>This process describes the steps taken to challenge a specification in a formal sourcing event.</td>
</tr>
<tr>
<td>PR-030-100: Public Works Solicitation</td>
<td>This process describes steps taken to select and award a design professional or architect for a public works project.</td>
</tr>
<tr>
<td>PR-030-110: Administer Public Works Sourcing Event</td>
<td>This process describes the administration of a sourcing event for public works.</td>
</tr>
<tr>
<td>PR-030-120: Evaluate Public Works Sourcing Event Responses</td>
<td>This process describes the evaluation and selection of a supplier from a public works sourcing event.</td>
</tr>
</tbody>
</table>
PR-030-020: Develop Sourcing Event

Diagram of the process flow for PR-030-020: Develop Sourcing Event.
PR-030-030: Release to Industry

1. Start
2. Release Event to Industry
3. Invite Suppliers Via Public Posting
4. Accept Invite?
   - Yes: Supplier Accepts Invitation
   - No: End
5. Registered?
   - Yes: Review Sourcing Event
   - No: Manage Supplier Portal

PR-030-040: Administer Sourcing Event
PR-030-050: Evaluate Sourcing Event Responses
PR-030-060: Non Responsive Appeal
PR-030-080: Award Appeal
PR-030-120: Evaluate Public Works Sourcing Event Responses
Overview of Subprocesses in this process

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<thead>
<tr>
<th>Subprocess Code</th>
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<tr>
<td>PR-040-010: Create Contract</td>
<td>This process describes the steps to create a contract from a sourcing event.</td>
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<tr>
<td>PR-040-020: Create Exempt Contract</td>
<td>This process describes steps taken to create a contract that is exempt from conducting a sourcing event.</td>
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<tr>
<td>PR-040-030: Create and Maintain Vendor</td>
<td>This process describes the steps to create and maintain a vendor. A vendor being any entity which is receiving payments from the state.</td>
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<tr>
<td>PR-040-040: Evaluate Vendor Performance</td>
<td>This process describes the steps for conducting periodic evaluation of vendor performance.</td>
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<td>PR-040-050: Monitor Vendor Commitments</td>
<td>This process describes the steps to monitor a vendor's commitments related to an individual purchase order.</td>
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<tr>
<td>PR-040-060: Manage Supplier Portal</td>
<td>This process describes the steps to create and maintain a supplier's profile. A supplier being any entity which receives notification of business opportunities but is not currently in an ongoing agreement with the state.</td>
</tr>
</tbody>
</table>
PR-040-010: Create Contract
PR-040-030: Create and Maintain Vendor
PR-040-040: Evaluate Vendor Performance

1. Start
   - Perform Periodic Vendor Evaluation (PR-040-040-010)

2. Analyze Results of Vendor Evaluation (PR-040-040-020)
   - Vendor Meets Expectations?
     - Yes
     - No
       - Develop Corrective Action Plan (PR-040-040-030)

3. Notify Controller’s Office of Debarment (PR-040-040-070)

4. Update Supplier Scorecard (PR-040-040-050)
   - Terminate Business Relationship?
     - Yes
     - No
       - Acceptable CAP Progress?
         - Yes
         - No
           - PR-040-040-060
             - Monitor Supplier Performance Under Corrective Action Plan

5. Inactivate Vendor (PR-040-040-080)
   - Yes
   - No

6. End
Overview of Subprocesses in this process

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<tr>
<th>PR-050-010: Maintain Contract</th>
<th>This process describes the steps to maintain a contract including change orders, modifications, price changes, etc.</th>
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<tr>
<td>PR-050-020: Renew Contract</td>
<td>This process describes the steps to renew an existing contract.</td>
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<td>PR-050-030: Contract Close Out</td>
<td>This process describes the steps to close out a contract.</td>
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<tr>
<td>PR-050-040: Issue P.O.</td>
<td>This process describes the steps taken to issue a purchase order.</td>
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<tr>
<td>PR-050-050: Modify P.O.</td>
<td>This process describes the steps taken to modify an existing purchase order.</td>
</tr>
<tr>
<td>PR-050-060: Cancel P.O.</td>
<td>This process describes the steps taken to cancel a purchase order.</td>
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PR-050-010: Maintain Contract
PR-050-040: Issue P.O.
PR-050-050: Modify P.O.
PR-050-060: Cancel P.O.
PR-050-080: Perform Inspection

1. Start
2. Perform Inspection
3. Did Item Pass Inspection?
   - Yes: Contact Receiving to Release Item for Receipt
   - No: Work to Return/Resolve Item Issue
4. Is Issue Resolved?
   - Yes: Receive and Inspect Goods and Services
   - No: Contact Vendor Responsible for Resolution
PR-050-090: Determine Inventory Strategy and Approach
PR-050-110: Disposal and Waste

Diagram flowchart showing steps for disposal and waste management.
PR-050-120: Manage Restocking and External Returns

[Diagram showing process flow with steps such as Identify Goods to be Processed, Return Inventory, Contact Vendor to Expedite Pick-Up or Shipment, etc.]

[Images of process flow diagram]
PR-050-130: Obtaining a Purchase Card
PR-050-140: Purchasing With Purchase Card (Non Travel)