Diagram of Basic Steps in the Procurement Process

1. Identify the type of outside professional assistance needed
2. Describe specific needs for assistance in a written scope of work statement
3. Establish a procurement timeline
4. Develop a Request for Proposals (RFP) incorporating the written scope of work statement
5. Identify appropriate individuals, organizations and professional service firms to be invited to submit a proposal
6. Distribute the RFP to these individuals, organizations and professional service firms
7. Review and evaluate proposals and check references
8. Interview, select and engage the individual, organization or professional service firm best suited to meet needs

START

END