



OMTPI PURCHASING FLOW GUIDELINE

Generally, a vendor is identified for consideration in one or three ways:

Purchasing Department and those involved in the design and costing process looks for a new vendor. This could occur as part of an ongoing project analysis and bid solicitation; or to identify sources for a newly added product or service; or to improve the mix of quality, service and price provided by the current vendor; or because a vendor is going out of business.

A new vendor comes forward to solicit the organization business.

A vendor considered a single/sole source.

