### RFP Team
- Securing approval from the Commissioner of Administration to use the request for proposal (RFP) process, if needed
- Reviewing initial draft of the RFP
- Working with agencies on needed corrections to the RFP
- Presenting the draft RFP, award recommendation, and/or the resulting contract to the Procurement Support Team (PST)
- Approving publication of the RFP
- Assisting agencies with RFP evaluations
- Reviewing agency award recommendations
- Assisting agencies with the negotiation of contracts resulting from RFPs
- Making recommendations to agencies to ensure that the RFP meets all necessary requirements
- Soliciting bids for statewide and agency specific contracts
- Reviewing and approve documentation for sole source and emergency procurement
- Renewing/maintaining statewide, agency term, and emergency contingency contracts
- Monitoring usage on contracts
- Providing usage information to the Analytics Team to allow for accurate revenue projections
- Research national cooperative contracts and process participating addendum if the decision is made to join
- Addressing / resolving any post-award contract issues that agencies have with vendors
- Review / approve agency purchases made in accordance with the Small Purchase Executive Order that exceed an agency’s DPA
- Review and approve change orders entered by agencies on OSP purchase orders
- Review and approving contract amendments
- Reviewing and approving contract amendments
- Reporting on approved contracts
- Handling complaints and controversies as they arise
- Review and approve documentation for sole source and emergency procurements
- Approving contracts once all requirements have been met

### Commodity Teams
- Reviewing requests submitted to OSP from agencies for items over an agency’s DPA
- Working with agencies to develop useful bid specifications for the items needed
- Soliciting bids for statewide and agency specific contracts
- Reviewing bids for statewide and agency specific contracts
- Evaluating bids for statewide and agency specific contracts
- Presenting the draft RFP, award recommendation, and/or the resulting contract to the Procurement Support Team (PST)
- Assisting agencies with RFP evaluations
- Reviewing agency award recommendations
- Assisting agencies with the negotiation of contracts resulting from RFPs
- Making recommendations to agencies to ensure that contracts meet all necessary requirements
- Soliciting bids for items such as equipment, supplies, or services
- Reviewing the initial draft of the RFP
- Working with agencies to develop useful bid specifications for the products/services requested
- Making recommendations to agencies to ensure that contracts meet all necessary requirements
- Soliciting bids for statewide and agency specific contracts
- Reviewing bids for statewide and agency specific contracts
- Evaluating bids for statewide and agency specific contracts
- Presenting the draft RFP, award recommendation, and/or the resulting contract to the Procurement Support Team (PST)
- Assisting agencies with RFP evaluations
- Reviewing agency award recommendations
- Assisting agencies with the negotiation of contracts resulting from RFPs
- Making recommendations to agencies to ensure that contracts meet all necessary requirements
- Soliciting bids for items such as equipment, supplies, or services
- Reviewing the initial draft of the RFP
- Working with agencies to develop useful bid specifications for the products/services requested
- Making recommendations to agencies to ensure that contracts meet all necessary requirements
- Soliciting bids for items such as equipment, supplies, or services
- Reviewing the initial draft of the RFP
- Working with agencies to develop useful bid specifications for the products/services requested
- Making recommendations to agencies to ensure that contracts meet all necessary requirements
- Soliciting bids for items such as equipment, supplies, or services

### Professional Contracts Teams
- Reviewing contracts submitted by state agencies for professional, personal, consulting and social services over an agency’s DPA
- Reviewing contracts submitted by state agencies for professional, personal, consulting and social services over an agency’s DPA
- Reviewing requests submitted to the Office of State Procurement (OSP) from agencies for service/maintenance agreements, blanket orders, and one-time purchases over an agency’s delegated purchasing authority (DPA)
- Reviewing contracts submitted by state agencies for professional, personal, consulting and social services over an agency’s DPA
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- Reviewing contracts submitted by state agencies for professional, personal, consulting and social services over an agency’s DPA

### Blanket Order/One Time Buy Teams
- Reviewing requests submitted to the Office of State Procurement (OSP) from agencies for service/maintenance agreements, blanket orders, and one-time purchases over an agency’s delegated purchasing authority (DPA)
- Reviewing contracts submitted by state agencies for professional, personal, consulting and social services over an agency’s DPA
- Reviewing requests submitted to the Office of State Procurement (OSP) from agencies for service/maintenance agreements, blanket orders, and one-time purchases over an agency’s delegated purchasing authority (DPA)
- Reviewing contracts submitted by state agencies for professional, personal, consulting and social services over an agency’s DPA
- Reviewing requests submitted to the Office of State Procurement (OSP) from agencies for service/maintenance agreements, blanket orders, and one-time purchases over an agency’s delegated purchasing authority (DPA)
- Reviewing contracts submitted by state agencies for professional, personal, consulting and social services over an agency’s DPA
- Reviewing requests submitted to the Office of State Procurement (OSP) from agencies for service/maintenance agreements, blanket orders, and one-time purchases over an agency’s delegated purchasing authority (DPA)
- Reviewing contracts submitted by state agencies for professional, personal, consulting and social services over an agency’s DPA
- Reviewing requests submitted to the Office of State Procurement (OSP) from agencies for service/maintenance agreements, blanket orders, and one-time purchases over an agency’s delegated purchasing authority (DPA)

### Analytics Team
- Auditing and verifying contract usage reports
- Verifying administrative fee ( rebate) amounts due from vendors
- Preparing and updating dashboard reports
- Running and analyzing spend information for category management by the commodity teams
- Responsible for all reporting required of OSP
- Tracking performance and indicator reporting
- Issue purchase orders in accordance with the Small Purchase Executive Order
- Processing renewals, change orders, and proprietary procurements
- Reviewing and approving change orders entered by agencies on OSP purchase orders
- Reviewing and approving cooperative endeavor agreements in accordance with Executive Orders