RECOMMENDATION OF AWARD: VENDOR

Process Description
Provides for University approval to award a GC contract to a bidder.

Roles That Can Start the Process
OSU Contract Administrator (CA)

Process Participants
CA, OSU Project Manager (PM), Architect/Engineer (AE), OSU Director of Projects (DoP), OSU Assoc VP FOD

Workflow Diagram

Initiation of Process
Performed by OSU

Recommendation (AE)
1. Open the process link
2. Enter a Subject
3. Complete the AE Information section
4. Add Recommendation Text
5. Upload the Recommendation document
6. From the dropdown box, select Approve or Revise and click the Take Action button
   - If Revise is selected, the process routes back to OSU
Additional Steps

Recommendation (PM) to Contract Award (GC) - Performed by OSU

Finish

This process is complete. The Contract Award GC process is now ready for initiation.