4.2 PSA – Beginning Negotiation

Background:

At this point the Letting Date has passed, the RFP responses were opened, and all of the RFP response information (sorted by vendor in the bidattachment.zip file) was downloaded from BidX and shared with the evaluation committee. The evaluation is complete, and a vendor has been selected to begin negotiating with.

Roles:

PSA User

Navigation:

Dashboard > Bid Letting Overview > Letting ID

1. From the Bid Letting Summary scroll to the bottom of the page and in the PSA collapsible, populate the **Intent to Negotiate** date.
2. Click **Save.**
3. Click the **Proposal** tab and select the **Proposal** link.
4. Select the **Workflow** tab.
5. Change the **Workflow Phase** to **Negotiation Process** and press **Save**.
6. At the top of the page click the **Proposal Vendors** quick link.
7. Locate the vendor for which the Department is going to enter into negotiations and expand the row. Toggle the Proposal Vendor's **Bid Status** to **NE - Negotiation** (this vendor's name will display on the PSA Contract status website after *In Negotiation with*).
8. Press **Save**.

Next Steps:

The next step is Awarding the Proposal. See the QRG: *4.3 PSA – Awarding a PSA*.