

ISSUING A SOLICITATION THROUGH TSS OSP

When TSS OSP is managing the solicitation process for the agency (typically solicitations exceeding \$75,000), the process generally follows the steps below:

1. Create a Purchase Requisition (PR).
2. Attach the required documents to the PR. Refer to the TSS OSP job aid ***Document Attachments for a Purchase Requisition***.
3. Change the Purchasing Group in the Header of the PR to “C00.”
 - This designation routes the PR to TSS OSP through the AASIS workflow where it will be assigned to a TSS OSP buyer.
 - It is still imperative that the agency assign a contract administrator who will work with TSS OSP during the solicitation process and who will be accountable for the resulting contract at the agency level.
4. The TSS OSP buyer will use the solicitation templates to create the solicitation documents from the attached PR information and will work with the agency contact to finalize all the documents.
5. After agency approval of the final documents, the TSS OSP buyer will publicly post the solicitation.
6. Bids/responses will be received at TSS OSP, and the TSS OSP buyer will continue to work with the agency as the procurement facilitator to manage the evaluation and/or contractor selection and notification.
7. TSS OSP will typically create the resulting OA for the agency.
 - The agency will create the contract document if it is a PO.
8. The agency contract administrator will be responsible for all agency level activities relative to the new contract and for oversight of contractor performance.