RECOMMENDATION OF AWARD: VENDOR

Process Description

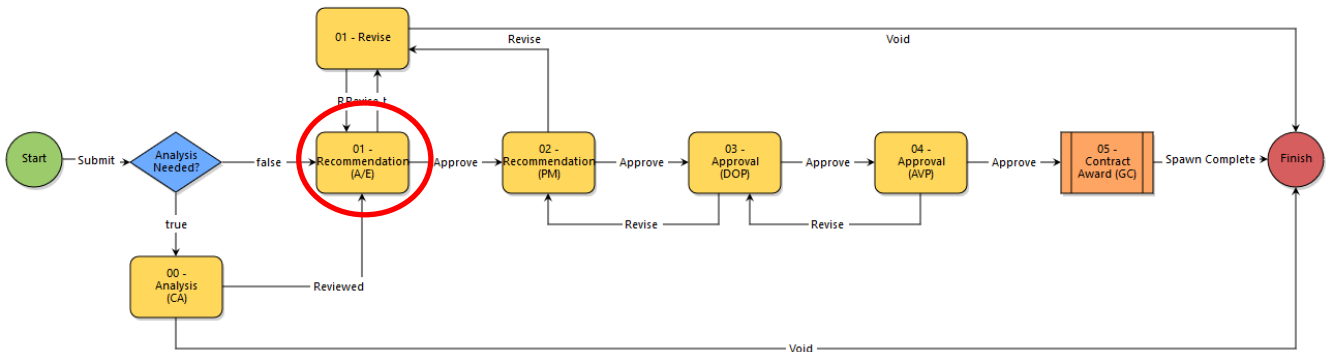Provides for University approval to award a GC contract to a bidder.

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.