**Exhibit 1: Current Bid-Contract Process**

1. **Department identifies the need for a purchase.**
2. **Department gathers preliminary back-up to be included as attachment for Commissioner’s Court (CC) item.**
3. **Request to solicit for bids is placed on a CC.**
4. **Commissioner’s Court approves the request to solicit for bids.**
5. **Department more fully develops specifications to be used in the bid/RFP.**
6. **Department sends specs to Purchasing via email.**
7. **Purchasing analyst uses MS Access to assign a bid number to the bid and completes other information like title, Department, date specs are received, etc.**
8. **That record in MS Access is used to automatically customize several form templates such as the advertising form, the bulk of the bid (except the specs which are hand entered into the document), etc.**
9. **The purchasing process ensues (advertising, issuance of addendums as needed, receipt of bids, bid closing, evaluation of bids, etc.). This is handled mostly via email between the Purchasing analyst and the Department point of contact.**
10. **A recommendation for award is made based on the bid evaluation. Recommendation for award is posted by the Department on a CC with the bid tab as back-up.**
11. **Bid is awarded by CC. Sometimes the bid specs remain the only binding document between the awarded vendor and the County. Requisitions may be entered by the Department and Purchase Orders issued by Purchasing based on the awarded bid.**
12. **Sometimes a separate contract based on the bid and the winning response is then drawn up by the Attorney’s Office. This contract is assigned a different number by the Attorney’s Office and eventually gets sent to Commissioner’s Court for approval and signing.**
13. **If a contract is drawn up the document is circulated among the parties for signatures and eventually returned to the Attorney’s Office.**
14. **Attorney’s Office scans the fully executed contract and gives the hard copy to the County Clerk for repository.**
15. **At that point all responsibility lies with the originating Department to manage the contract and call to attention compliance issues, the eventual need to extend/rebid, etc.**