Gas Procurement Flow Chart

1. Process should be started 60-90 days prior to end of existing contract.
2. Contact GLO and coordinate requirements and delivery capability.
3. Prepare/Revise RFP.
4. Send copy of the RFP to contracting for review/approval.
5. Send a copy of the RFP to the GLO for review/approval.
6. Send RFP to all potential bidders.
7. Collect Bids.
8. Determine most favorable bid (Does not include GLO).
9. Process is complete.
10. Signatures are obtained.
11. Prepare 4 sets of legal document and deliver to contracting for appropriate signatures.
12. Obtain Vendor Approval of Contract.
13. Obtain Legal Approval of Changes.
14. Coordinate with contracting to modify/amend the supply contract and work necessary changes if any to the transportation agreement.
16. GLO provides waiver.
17. GLO becomes most favorable vendor.
18. Contact GLO -- GLO decides if they can match or better most favorable.