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Bird's-Eye View

PHASE 6: Award

Procurement Manager/Project Lead/Legal Time Period

- Intent-to-Award Notice to Vendor
- Bidder documents to Legal for Contract Development
- Mutually-Signed (Fully Executed) Contract
- Purchase Requisition
- Purchase Order
- Notice-to-Proceed
- PennBid Award Notification

~ 30 Days

PHASE 1: Prepare

Project Lead and Procurement Manager Period

- Write RFx
- Build out RFx in PennBid
- Advertise in Newspaper/Web
- Post live on PennBid

~ 7 to 14 Days

PHASE 5: Selection

Evaluation Committee Period

- Learn PennBid Portal
- Read and understand City-authored RFP
- Read each bidder proposal
- Score each bidder proposal
- Regroup on Scoring Results
- Complete Online Evaluation Outcome Form
- Recommendation Letter to Receiver
- Receiver approval of Recommendation

~ 30 Days

PHASE 2: Issue

Bidder Period

- Read RFx
- Ask Qs and Understand As
- Submit proposals and required bid attachments through PennBid

~ 30 Days

RFx Procurement Process
6 Phases
~100 Calendar Days

~ 1 - 2 Days

PHASE 4: Evaluate

Procurement Manager Period

- Open and record sealed electronic bids
- Post Public Notice on PennBid

PHASE 3: Response