

Procurement Services

Procurement Services Providers' use is rapidly increasing due to global market conditions and the need for businesses to maintain and reduce costs without eliminating resources.

A Procurement Services Provider should be a trusted Partner and should be an extension of your current team.

Whether you are looking for full end-to-end

procurement services or support with individual tasks, K&A can provide a tailored solution to meet your needs.

Technical Staff:

Draft and Prepare:

- Technical specification
- Draft Terms and Conditions
- Schedule of Values
- Evaluation Criteria
- Bid Schedule
- Prepare list of potential bidders
- Host pre-bid meeting/presentation
- Coordinate responses to bidder questions
- Facilitate bid review
- Draft award memo
- Negotiate pricing
- Negotiate Terms & Conditions

Procurement Process:

- Bid solicitation
 - Approved supplier list
 - Bidder qualification
- Evaluation & Award
 - Technical Evaluation
 - Business Evaluation
- Value
- Negotiation
 - Contract Preparation
- Post- Award Administration
 - Expediting
 - Inspections
 - Warranty & Issue Resolutions
- Change order administration
- Closeout
 - Acceptance
 - Documentation
 - Release

Contracts

Contract preparation and administration

Warranty

Issue resolution and support

Administration

Post-award procurement oversight

Aspects of Procurement Activity:

