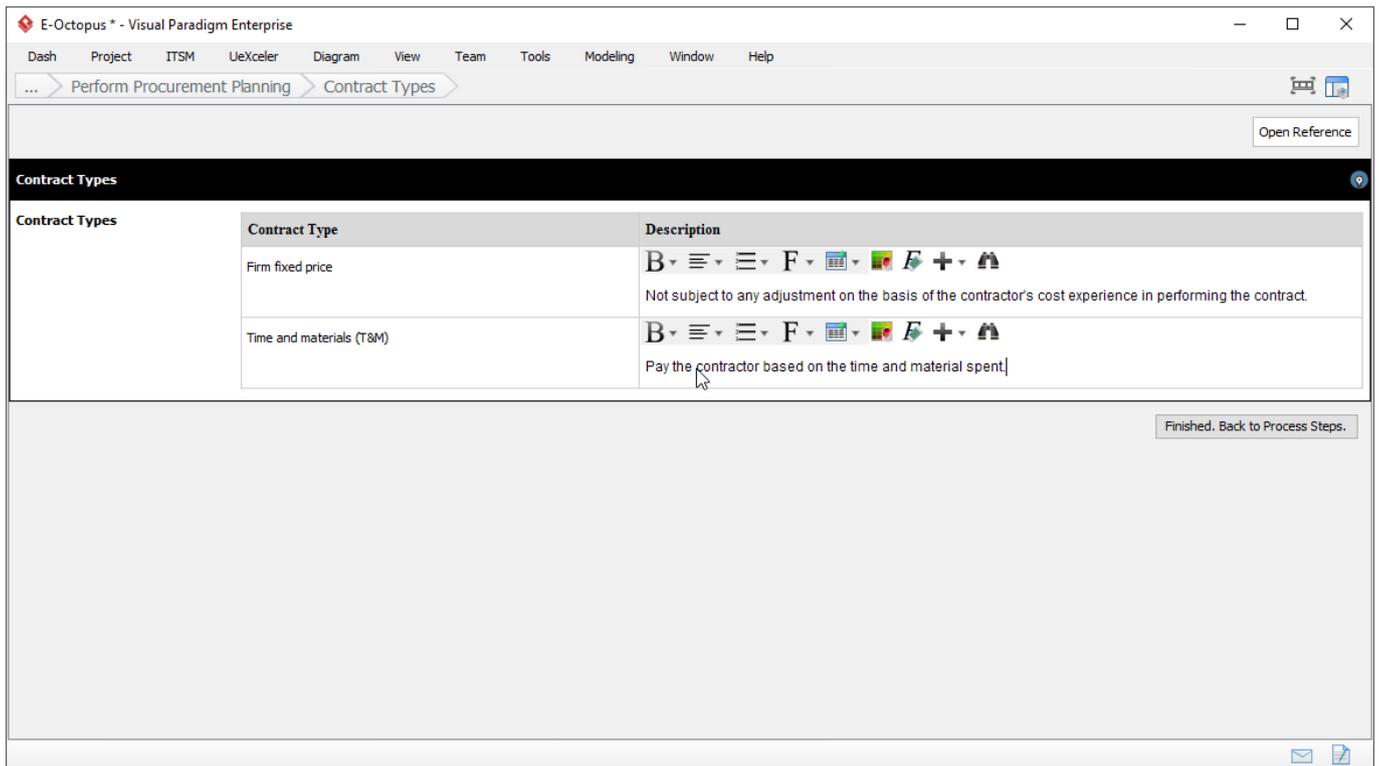
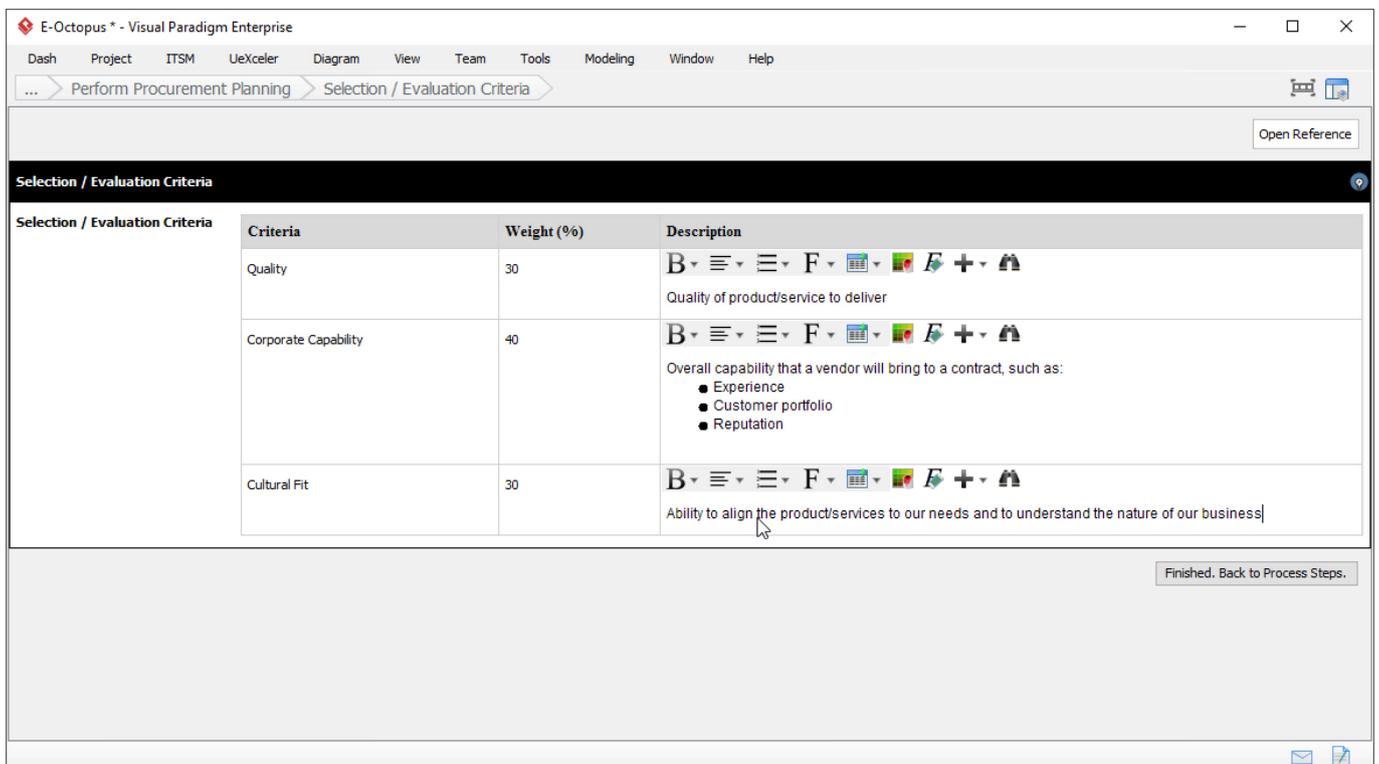


enables the project team to choose the one that creates the most fair and workable deal for the team and the contractor.



Describe the vendor selection and evaluation criteria

List the evaluation criteria of vendors to ensure that the vendors are chosen based on pre-set criteria and that a single person or group does not influence the decision.

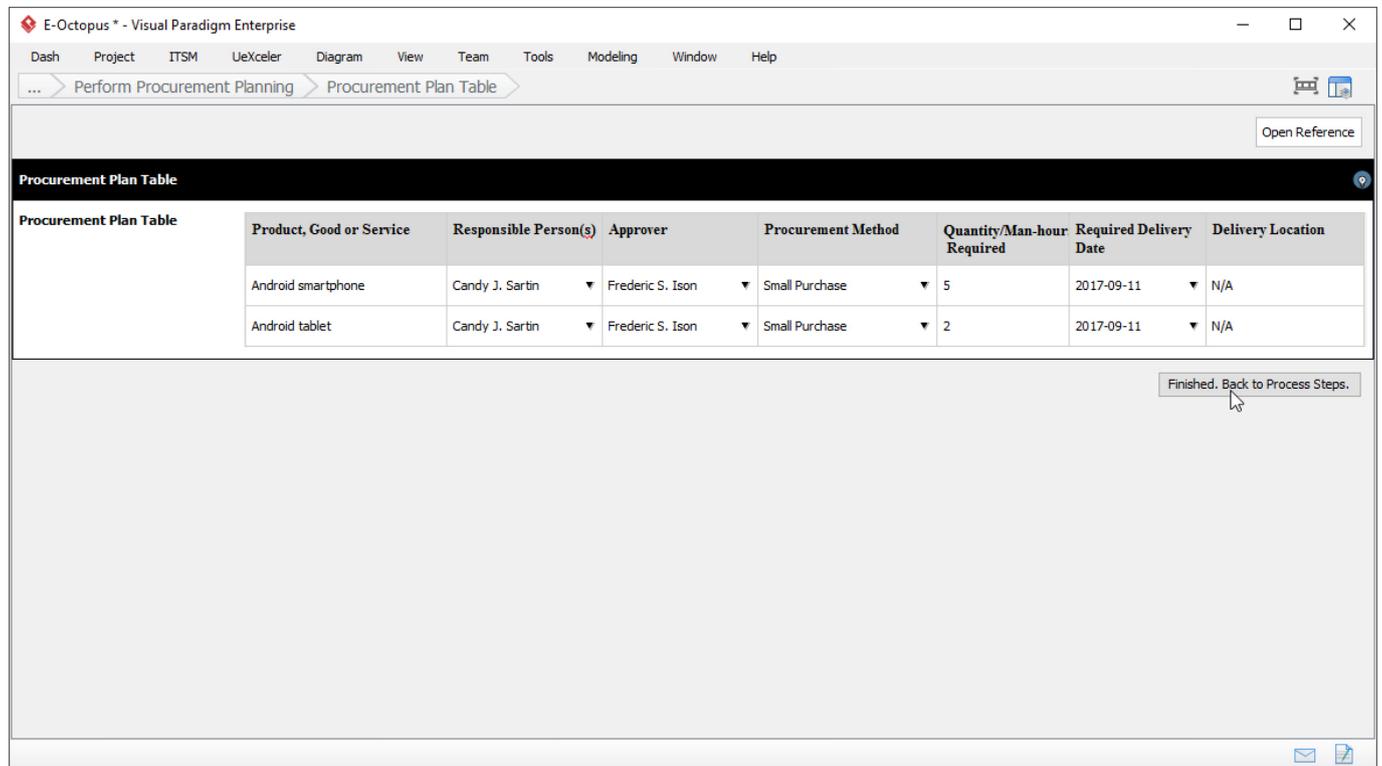


List the procurement constraints

Describe the constraints to be considered as part of the procurement process (e.g., the decision maker will go on retreat the week that you need a contract signed).

Fill-in the procurement plan table

Document all products, goods, or services that must be procured during the course of the project. State the responsible person for the procurement and indicate the procurement method selected for each item.



The screenshot shows the E-Octopus software interface. The title bar reads "E-Octopus * - Visual Paradigm Enterprise". The menu bar includes "Dash", "Project", "ITSM", "UeXceler", "Diagram", "View", "Team", "Tools", "Modeling", "Window", and "Help". The breadcrumb navigation shows "Perform Procurement Planning" > "Procurement Plan Table". There is an "Open Reference" button in the top right. The main content area is titled "Procurement Plan Table" and contains a table with the following data:

Product, Good or Service	Responsible Person(s)	Approver	Procurement Method	Quantity/Man-hour Required	Required Delivery Date	Delivery Location
Android smartphone	Candy J. Sartin	Frederic S. Ison	Small Purchase	5	2017-09-11	N/A
Android tablet	Candy J. Sartin	Frederic S. Ison	Small Purchase	2	2017-09-11	N/A

At the bottom right of the table area, there is a button that says "Finished. Back to Process Steps." with a mouse cursor over it. The bottom of the window has a status bar with an envelope icon and a document icon.