Propose to create a BP in Unifier for Bid Documentation Process (Specifications, Bid Set Drawings, Addendums and Addendum Drawings) for every type of project.

**Problems:**

- The administrative team is not consistently given the opportunity to review and approve the final bidding documents before they are released resulting in documents with incorrect project titles and or information.

- Bid documents are not being consistently distributed (Front Office clerical and Facility Information Services).

Here are some of the reasons the stakeholders need to receive the documentation:

- Front Office – orders the copies for MSU team members, keeps track of invoicing and payments to the plan room.
- FIS team - ensures all parties involved in projects and facilities maintenance can access the documents while the project is active (in EDMS and PMS), maintains electronic and paper copies for historical purposes.

  - As of the end of summer 2013, FIS had not received bidding documents for 54 projects (CM, GC, DB, expedited).

**Solution:**

By running the process in Unifier, regardless of delivery method, approvals and document distribution can take place consistently.