CITY OF FITCHBURG - Contract Execution Map

Contract Process

Procurement process requested, completed, and finalized

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City contract drawn up and sent to vendor/contractor for signature

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Contract received and signed by Chief Procurement Officer (CPO)

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Contract reviewed & signed by Dept Head

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Contract reviewed & signed by City Auditor

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Contract reviewed & signed by City Solicitor

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Contract reviewed & signed by Mayor

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Contract now fully executed with all required signatures

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Contract posted to Contract Database

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Executed original (paper) contract provided to City Clerk

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Contract emailed to vendor/contractor

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Contract emailed to Auditor and City Solicitor

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Contract emailed to requesting Department

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Executed original contract retained in Procurement Department system

Requisition Process

Department submits requisition form

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Department enters Requisition into Munis to encumber funds and request Purchase Order

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CPO approves Requisition and converts to Purchase Order