

PSC Selection Process (PSP) - Committee Members

Professional Procurement Form (PPF)	
Step	Task
1.	After the completion of the Committee Information in PRZM, committee members will receive an email notification.
2.	Select the link in the email to login; enter your Enterprise ID and Password .
3.	On the PSP Projects page, click the Project Name .
4.	From the PSP Dashboard , click the Create command button next to Procurement Participation Form .
5.	In the form, click the check box for each question. <ul style="list-style-type: none"> If any member is unwilling or unable to complete this Agreement, that committee member shall be removed from the selection committee by the committee chair in PSP and PRZM.
6.	In the Comments field, enter comments, if necessary.
7.	In the Status field, select Complete ; Pending if incomplete.
8.	Review and complete the form; click the Save command button to submit.

Initial Evaluation Individual	
Step	Task
1.	After the completion of the Initial Evaluation Minimum Qualifications , committee members will receive an email notification.
2.	Select the link in the email to login; enter your Enterprise ID and Password .
3.	On the PSP Projects page, click the Project Name .
4.	From the PSP Dashboard , click the Create command button next to Initial Evaluation Individual .
5.	In each Firm column, click the drop-down and select a score for each question. <ul style="list-style-type: none"> The scores or percentages for the MAFBE and VOSB are already filled in and cannot be edited.
6.	In the Comments field, enter comments, if necessary.
7.	In the Status field select Complete ; Pending if incomplete.
8.	Review and complete the form; click the Save command button to submit.

Discussion Meeting (Interview) Evaluation Individual	
Step	Task
1.	After the completion of Discussion Meeting Questions , committee members will receive an email notification.
2.	Select the link in the email to login; enter your Enterprise ID and Password .
3.	On the PSP Projects page, click the Project Name .
4.	From the PSP Dashboard , click the Create command button next to Discussion Meeting (Interview) Evaluation Individual .

5.	In each Firm column, click the drop-down and select a score for each question and enter comments.
6.	In the Comments field, enter comments, if necessary.
7.	In the Status field select Complete ; Pending if incomplete.
8.	Review and complete the form; click the Save command button to submit.

The PSP system can also be accessed from the UOCP&RES Website:

1. Navigate to www.uocpres.uillinois.edu.
2. Land on the **Applications** tab.
3. Land on the **UI Staff** sub-menu.
4. Select the **PSP** link.