Strategic Sourcing Process

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Steps	Forms / Applications	Task	Owner	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
1	eRequest Bid Preparation Form	Provide detailed RFP Scope of Work (including Minimum Requirements,Qualitative Questions and Evaluation Criteria)	Department								
2	Bid Preparation Form email Ariba Discovery	Provide Supplier Contact Information (Company Name, Contact Name, Contact Email and Phone)	Department Purchasing								
3	Ariba Sourcing	Provide draft of RFP document for Internal Review	Purchasing								
4	Ariba Sourcing	Communicate any RFP Modifications to Purchasing	Department								
5	Ariba Sourcing	Update RFP to reflect proposed Modifications	Purchasing								
6	Ariba Sourcing	Release RFP for Supplier Response	Purchasing								
7		Prebid meeting	Department								
8	Ariba Sourcing	Supplier RFP Questions Due	Suppliers								
9		Provide Purchasing Final Evaluation Scorecard	Department								
10	Ariba Sourcing	Compile Supplier Questions for Responses	Purchasing								
11	Ariba Sourcing	Provide Responses to Supplier Questions	Department								
12	Ariba Sourcing	Responses to Question Posted to RFP	Purchasing								
13	Ariba Sourcing	RFP Closes	Purchasing								
14	Ariba Sourcing	Export Supplier Responses from Ariba and prepare recommendation	Purchasing								
15	Buckeye Box	Evaluate Bid Responses & Select Supplier(s)	Department								
16	Bid for Consideration Ariba Sourcing	Communication Award Decision to Purchasing with supporting Scorecard and Bid For Consideration Form	Department								
17	Ariba Contracts	Negotiate and Finalize Contract Terms (obtain supplier signature)	Purchasing								
18	Ariba Contracts	Fully Executed Agreement	Purchasing								