

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

*Task's duration may vary based on the complexity of the project.