

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