

Requisitions – Going to Contracts & Procurement

- **Entering a requisition for something that needs to go out to bid:**

When entering a requisition into PeopleSoft for a competitive selection process, please include the following:

- The type of solicitation needs to be part of the requisition name such as “RFP -Fleet Parts and Management”.
- The solicitation document/specs needs to be attached to the requisition in PeopleSoft as a **Word document** so Contracts and Procurement can make edits.
- If the requisition is for a RFP, then the *Issue Notification* document also needs to be attached to the requisition
- Remember to set the supplier to “Bid” so your requisition is routed to Contracts and Procurement for action.

The solicitation choices for the requisition name are: RFC, RFB, RFP, or Const. The solicitation type as part of the requisition name helps determine which Buyer in Contracts and Procurement will be working with you. Sharon will send you an e-mail letting you know your requisition was received and which Buyer was assigned.

- **Purchasing Requests to Contracts & Procurement** – Requisitions for a RFP, RFC, RFB, Sole Source etc., need to come to Contracts & Procurement to process. For projects that need to be advertised for bids or proposals, select the supplier as “BID” on your req, attach your bid specs or draft RFP and submit. For sole source or other exceptions from competitive bidding, select the supplier “CP” on your req, attach your sole source request or other exception justification document and submit. Remember that you **do not** source the req to a PO, Contracts & Procurement will do that part after we have conducted the solicitation or reviewed your sole source or exception justification. Once you click “Save and Submit” you are finished.
- **Requests for Sole Source or other Exemptions from Competitive Bidding** – Follow the eProcurement Requestors UPK to “Create an Exemption Requisition for Sole Source.” Create a requisition setting the supplier as “CP” and attach your justification for an exemption from competitive bidding and stop there. **Don’t source the requisition all the way to a PO** – Contracts and Procurement will review your approved requisition and exemption justification and will source the req to a PO.