PURCHASING LIFE CYCLE
Competitive Bid process in ARC

1. Department identifies needs and establishes requirements
2. Department Contacts Facilities to do work or obtain written permission to do work
3. Facilities (Dept) evaluates and determines process and selects Competitive Sourcing
4. Vendor Questionnaire completed through Vendor MGT
5. Department conducts an RFP
6. Requisition Created

7. Vendor Selection is made from Qualified Vendor List
8. Department submits for Approval(s)
9. Budget Check (ARC)
10. Purchase Order Generated
11. Budget Check (ARC)
12. Purchase Order Dispatched to Supplier, Customer and EDM

Facilities (Dept) evaluates and determines process and selects Competitive Sourcing

- Contract Officer reviews
- If transaction fails Budget Check, dept will be required to correct through Change Order process
- If not approved by Purchasing, transaction is routed back to requestor and re-enters ARC workflow
- Non-Qualified vendors must complete Vendor Questionnaire and obtain Purchasing approval
- If transaction fails Budget Check, dept will be required to correct through Change Order process

13. Requisition Approvals (dept, prior, supplemental and Purchasing)
14. Department receives commodity or service
15. Payment process started
16. Receiving in ARC only for specified commodities
17. Change Order Process (if applicable)
18. Downloading Documents into OnBase
19. If not approved by Purchasing, transaction is routed back to requestor and re-enters ARC workflow

- Upload all required and supporting documents such as quotes, certificates of insurance (which is required for all vendors that enter the University’s property), SOW’s and bid summary forms.

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