Steps in review of Award Recommendation via an RFP

- Go to Strategic Sourcing under Detailed Navigation
- Key in the RFP #3xxxxxxx from the email that was received from the Agency
- Click “apply”
- RFx # Number will appear below. Click RFx # link to go into the Document.

Next click on the “Notes and Attachments” tab
You may click on the links to the documents located under the “Description” field that are needed in your review.

To add Approval Notes and Attachment to agency:
- You will go to Purchasing under the Detailed Navigation
- Under forms and reports Click on Approval Notes and Attachment Update

Select RFx from drop down menu, then key in your RFx # and hit “GO”.
This is what it will pull up once “GO” is clicked.

Add the needed Comments. You will want to select “Apply & Email” so the Agency gets notification of the approval.
Add Concurrence Award Certificate

1) Click Browse and select the award certificate document from local drive.

2) Enter description

3) Click add attachment

Example –

You will receive a message at the top that states it was successful.

If you need to verify that it was you can click the RFx number at the top which will take you directly into the RFx.