Phoenix Program
Process Definition – Purchasing Module

Process	***Agency Pre - Bids for State Purchasing***
Process Number	***PO – 030*** *Revised 8/7/00*

Description of Process

This process is used when State Purchasing gives approval for an agency to take bids for a requirement that is in excess of that agency's regular delegated purchase authority. State Purchasing subsequently makes the award decision.

Input to Process

RFQ created at Agency level (A Requisition is not required*)*

Output of Process

Purchase Order created at State Purchasing

Service Level Agreement Required? (if yes, provide a brief description)

PeopleSoft Panel Groups being Used

Function	Panel Group
RFQ Creation	Request Quotes
Vendor Selection	Vendor Association by NIGP
Dispatch RFQ's to Vendors	RFQ Form
Enter Vendor Responses	Enter Responses
Award RFQ	Awards and Analysis
Edit PO	Purchase Order
Print and Distribute PO	Dispatch Purchase Orders

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Agency identifies need to expedite purchasing process for requirement is excess of their Regular Delegated Purchase Authority. **NOTE: Reference APM Section X (A).**	Agency Procurement Officer
Step 2: Agency Procurement Officer (APO) contacts appropriate state buyer to get approval to handle as a pre-bid.	Agency Procurement Officer
Step 3: State buyer approves.	State Buyer
Step 4: APO follows standard procedures for processing the Request for Quote (RFQ) (see PO – 017). Follow steps in this procedure up to the "Award RFQ" process.	Agency Procurement Officer
Step 5: Once all bid responses are entered, APO contacts the state buyer by phone or e-mail and gives the RFQ number and agency recommendation for award. Note: If necessary, forwards a hard copy of the bid information to the state buyer, and maintains a copy for the agency file.	Agency Procurement Officer
Step 6: Upon receipt of all required bid data from the APO, the state buyer reviews. To review the RFQ in the system the state buyer navigates to the Request for Quote window (Go, Administer Procurement, Manage Request for Quotes); then navigates to the Analysis and Awards panel (Use, Award Quote, Analysis and Awards). In the dialog box, enters the Business Unit and RFQ number, then clicks the OK button. If the state buyer agrees with agency recommendation for award, informs the APO by phone or email that they may award PO.	State Buyer
Step 7: APO creates the PO from the RFQ as per Process 017 (Process RFQ and Award PO).	Agency Procurement Officer
Step 8: APO documents file noting State Purchasing's approval of the award recommendation.	Agency Procurement Officer

Forms Used with Process (#)

None

Process Flow Diagram (if appropriate):

APPROVAL FORM

SIGNER	*ROLE*	*DATE*
Rick Housworth	*DOAS Project Lead*	*3/17/99*