Sourcing Highlights

Create and Manage Small Purchase, Competitive Sealed Combined Two Step, Competitive Bid/Proposal, and Notice Only Sourcing Projects

Public announcement of solicitation

Automatic update of solicitation status

Store all electronic procurement documents, including bidder's list, to the sourcing event

Easily reassign the solicitation or add additional team members

Ability to post sole source/emergency award notices

Issue multiple solicitations from one sourcing event



Export and import solicitation line items using an Excel template

Attach public openings and pre-bid conference information

Create custom reminders and questionnaires for suppliers

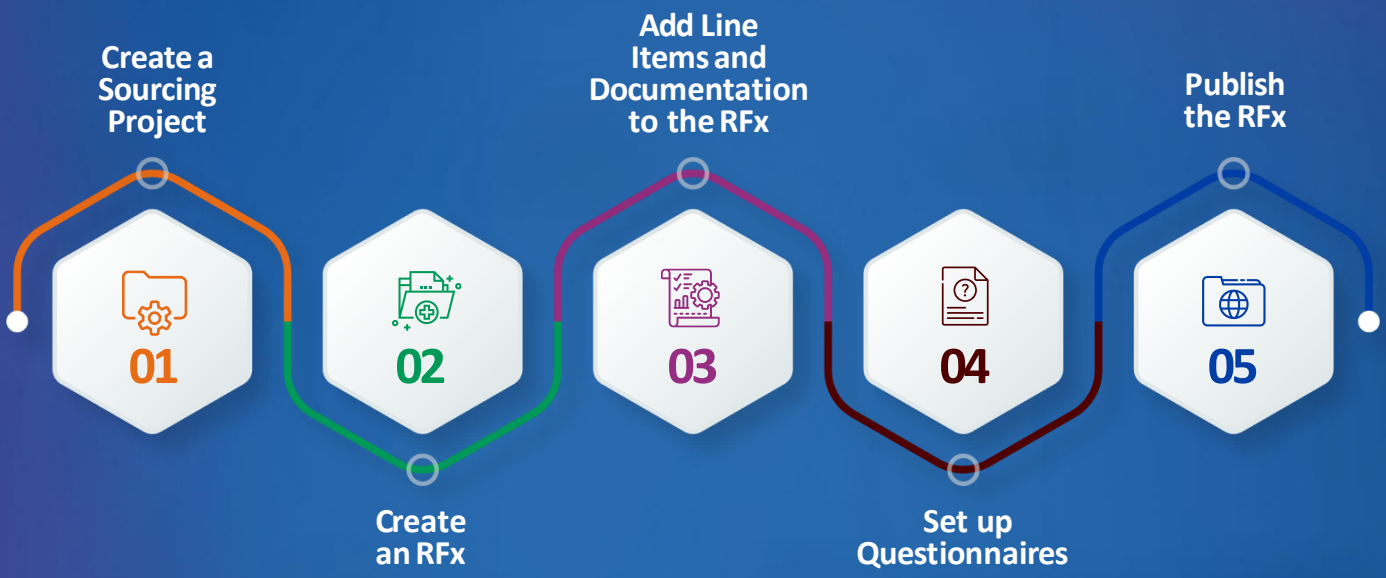
Receive sealed and unsealed electronic responses from suppliers

Line items and term contract information feeds directly to eVA's contract application

Sourcing: Key Points

Sourcing Process

There are four types of sourcing projects in eVA. These are Small Purchase, Competitive Sealed Combined Two Step, Competitive Bid/Proposal, and Notice Only. Each sourcing project type supports multiple RFx types. The RFx type determines the availability of certain options or tabs in the system. Below is a high-level view of the sourcing process:





Steps to Create an RFx

01 From the **Sourcing** drop-down, select **Create Sourcing Project**.

02 On the **Create Sourcing Project** page, select the project type from the **Sourcing Type** drop-down list.

03 Select the RFx **Project Type**, fill out the remaining mandatory fields and then click **Save**.

04 Select the **Prepare RFx** tab from the left functional menu on the new sourcing project page.

05 From the **Info** tab, fill out the mandatory fields, add any additional information and click **Save**.

06 Select the **Item** tab and complete the **Item (V), Detailed Description (V),** and **Qty (V)** fields and click **Save**.

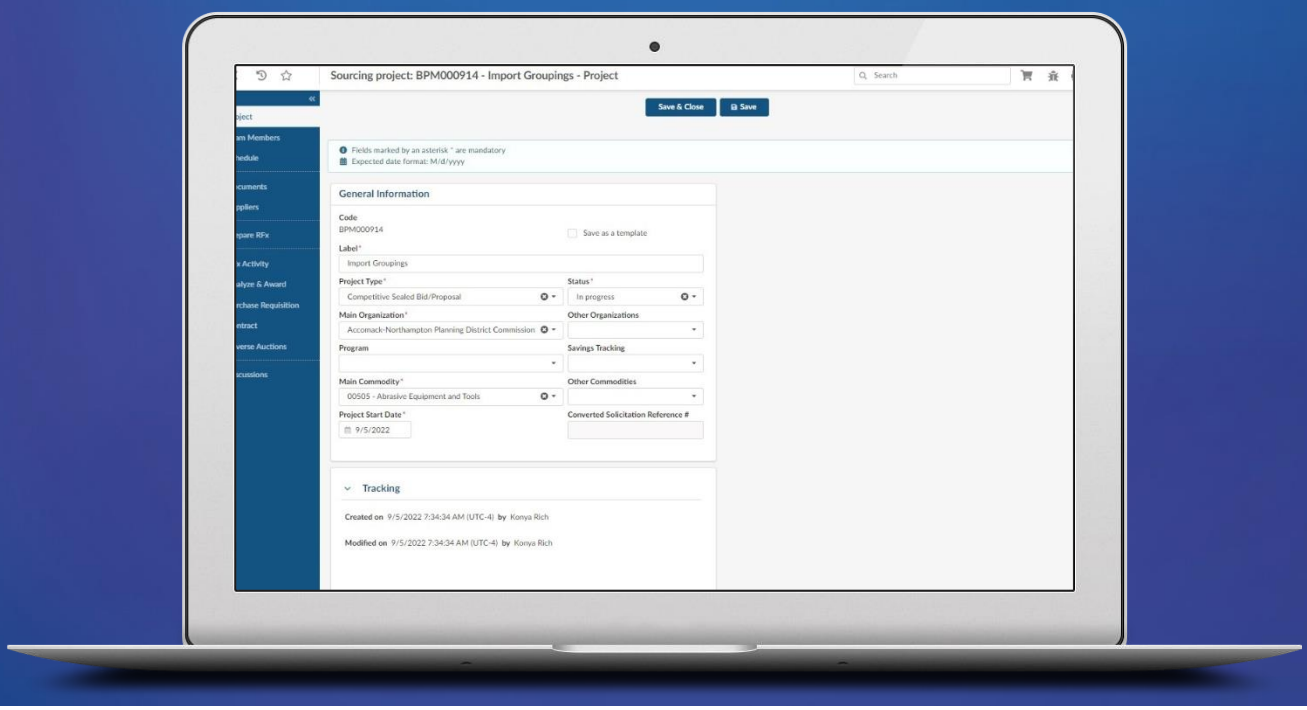
07 Select the **Publicly Posted Documents** tab to attach documents for the suppliers to view.

08 After the necessary details have been filled in and saved, the buyer can set up a questionnaire to prepare for the responses.
Note: A questionnaire can be added from an existing template or created specifically for the sourcing project. It is not available for the **Small Purchase** RFx Type.

09 Once all the details are confirmed, select **Submit** then select **Send & Publish**.

10 In the RFx pop-up box, confirm that all suppliers are selected. Select **Send and close.**

11 Select **OK** in the pop-up confirmation boxes. The solicitation has now been published.



Additional Information

Here are some helpful points to consider during the sourcing process.



Amend/Cancel an RFx

The buyer has the option to amend or cancel an RFx. An RFx is amended when a sourcing need has changed since the time of publishing and an RFx can be canceled completely if the associated product or service is no longer required. Canceling an RFx will not delete the overall sourcing project.

Note: *Suppliers who have responded to the previous round will need to submit a new response to the solicitation's most recent round.*



Additional Tasks

A buyer can perform some additional actions/tasks when adding line items on the **Item** tab. These include adding multiple line items simultaneously, deleting one or multiple line items, and importing or exporting an items list to or from eVA (make sure the Excel file is compatible).



Contact your DPS Account Executive for more information