Step-by-Step Procedure
Pursuant to TBR Guideline B-095

I. SciQuest Transactions

A. Department requesting an RFP/RFQ be generated will enter a purchase requisition into the SciQuest system.

B. Once the purchase requisition is checked for funding availability a departmental financial manager or designee will approve the expenditure of funds.

C. The requisition is then assigned to a Procurement Services buyer to review for appropriate bidding process to follow.

D. After determination is made, the purchase requisition is exported from SciQuest to Ionwave (IWT) for the bid to processed and issued.

1. When the bid is issued the IWT software issues the RFP/RFQ electronically.

E. In the bid process, by entering a name, the vendor is accepting the terms and conditions by typing his or her name that serves as an electronic signature.

F. (Digital Signature Term: By entering your name in the field provided, you are _____ (Required) accepting the terms of this bid. You agree that your typed name will serve as your electronic digital signature. Failure to sign this Proposal will result in the disqualification of your entire ITB Proposal.

G. Responses are received from bidders and at that time the IWT software provides for:
1. Auditing of bid/response activity (timestamps)
2. Captures electronic signatures using secure methods where each signature is provided a user name and password, uniquely identifying them to the system
3. Encryption of data over the Internet; and
4. Encryption security on sealed bid request until the closing date of bid request has passed.

H. The system is backed up offsite in a secure environment for infinity.

I. After all bid responses are properly reviewed, award statement is issued from IWT and the purchase requisition is exported from IWT and imported to SciQuest for a purchase order to be issued.

8-11-2009