

# Solicitation (RFx) and Vendor Registration

Supplier Relationship Management/Procurement for Public Sector  
(SRM-PPS)

# Overview

This CDOT SRM-PPS project will fill in the last gap in the end to end procurement process at CDOT

The primary functionality to be implemented is:

- Supplier Registration: On line registration and/or prequalification for all CDOT vendors – All vendors will enter and update their information through the SRM portal.
- RFX – For most solicitations processes (except highway construction) Vendors are notified by the SRM system when a procurement for which they provide goods or services is released. Proposals are submitted electronically through the SRM portal again eliminating numerous copies of multi-page RFPs.

# Supplier Registration

- SAP Supplier Self-Services (SUS) will be integrated into the SAP Enterprise Portal. Vendors will use Supplier Self-Services to create both a supplier administrator account and create and maintain additional users without having to involve CDOT Help Desk or CDOT Security
- The process steps for vendor registration will be:
  - Suppliers will go into SUS and complete an initial registration page
  - The system will send an email to the contact name entered in the registration page with an initial username and password.
  - The supplier goes back into SUS and creates a supplier administrator account and can then select a link to follow on registration or prequalification information
    - Engineering Pre-Qualification
    - Highway Construction Pre-Qualification
    - Procurement Goods/Services Vendors - **This is what applies to you.**
    - Property Management (State Buildings) Vendors

# Registration Portal

## Supplier Self-Registration

Send | Close System Information Create Memory Snapshot

### COLORADO Department of Transportation

Welcome to CDOT Business Registration

\* Fields marked with an asterisk are mandatory.

#### General Company Information

Legal Name of Company: \*

DBA:

Tax ID:

Please use FEIN if you have one, if not, please enter SSN

#### Address

Country: \*

State:

Postal Code / City: \*

Street:

#### PO Box Address

PO Box:   Without Number:

Country:

State:

Postal Code / City:

#### Communication

Phone Number: \*

Fax Number:

E-Mail Address: \*

# Registration Portal

## Contact Person Information

First Name: \*

Last Name: \*

Form of Address: \*

Academic Title:

Department:

### Copy Company Data

Phone Number: \*

Fax Number:

E-Mail Address: \*

Confirm E-mail Address:

Country: \*

## Data Privacy Statement

Yes, I have read the data privacy statement and accept the terms.: \*

Data Privacy Statement#Enter your data privacy statement here.#The text may explain, for example, that consent is given to the saving#and use of the entered data.#You can enter

# Solicitation (RFx) – Bidder View

- The Bidder will open the RFx document and see the header information for the solicitation (RFx name, start date, submission date, pricing information (if applicable))
- The bidder will answer the questions created by the CDOT buyer for the solicitation. The system can throw error messages if the questions are not addressed
- The bidder will attach their formal proposal and any other required documents
- When the bidder has completed entering all required information and attaching all required documents, the bid is submitted.

# Phase 3 Development timeline

	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
Project Phase													
Project Prep	█												
Blueprint		█	█	█									
Realization					█	█	█						
Final Prep								█	█				
User Training									█	█	█	█	
Go-live & Support										█	█	█	

## Project Prep

- Prepare Project Plans
- Prepare Project Standards, Tools & Procedures
- Build Prototype System

## Business Blueprint

- Requirements gathering
- Business Blueprint doc.
- Business Process Flows
- Functional Specifications
- Gap Analysis
- Security Requirements
- Communication Plan
- Manage/Mitigate Issues and Risks

## Realization

- Configure and document Solution
- Create Security Authorizations
- Unit Test Solution

## Final Prep

- Integration Testing
- Conduct End User Training
- Prepare Production Environment
- Deploy Solution

## Go Live & Support

- Manage & Resolve Problems
- Continue End User training