

Written Signature Requirements from Suppliers Prior to Initiating SRM Workflow

Solicitation Type	If Solicitation Document <u>IN</u> SRM (Electronic):		If Solicitation Document <u>NOT IN</u> SRM (Paper):	
	Written Signature Required for Supplier Response:	Written Signature Required for POs & Contracts Issued:	Written Signature Required for Supplier Response:	Written Signature Required for POs & Contracts Issued:
IFB	No	No	Yes	No
SPR	No* <i>(unless a technical section outside of SRM)</i>	No <i>(unless final agreement has changed from original quotation)</i>	Yes	No <i>(unless final agreement has changed from original quotation)</i>
RFQ	No* <i>(unless a technical section outside of SRM)</i>	No <i>(unless final agreement has changed from original quotation)</i>	Yes	No <i>(unless final agreement has changed from original quotation)</i>
RFP**	Yes*	Yes	Yes	Yes

* Potential change to “NO” without conditions with future system changes where acknowledging electronic cost bid in SRM is binding as well to non-cost submissions

** RFP & ITQ solicitation docs should be put in “HELD” status before sending to supplier for ink signature.
Acceptable forms of signature to be attached for approval (must be clear that signature is intended for solicitation):

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- PDF –Image
- Facsimile
- Email as per requirements in the solicitation document
- Electronic submittal via SRM