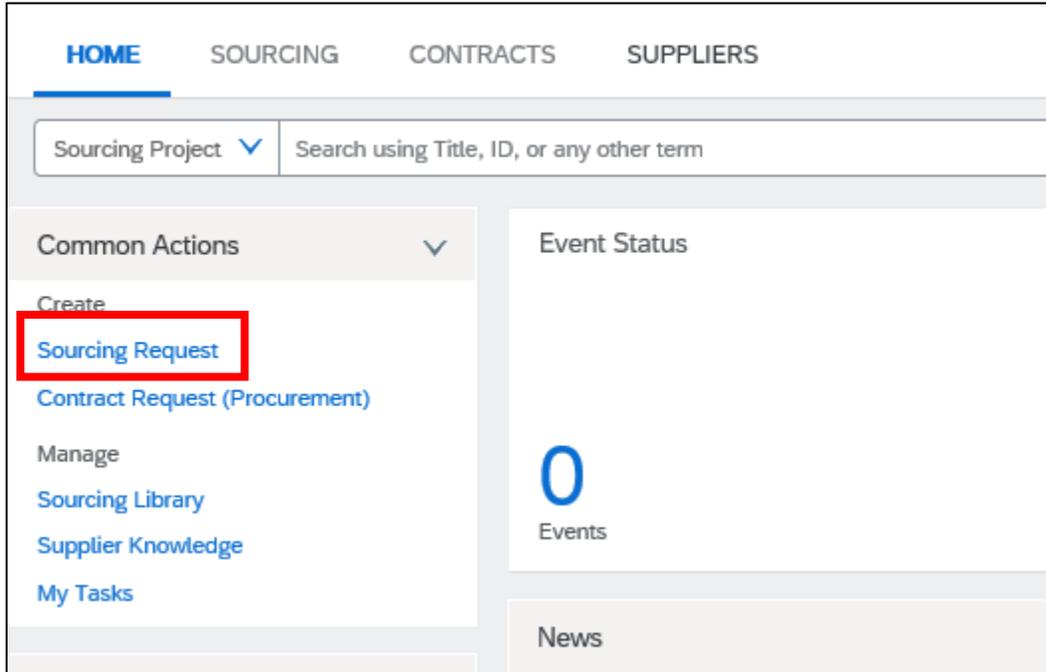


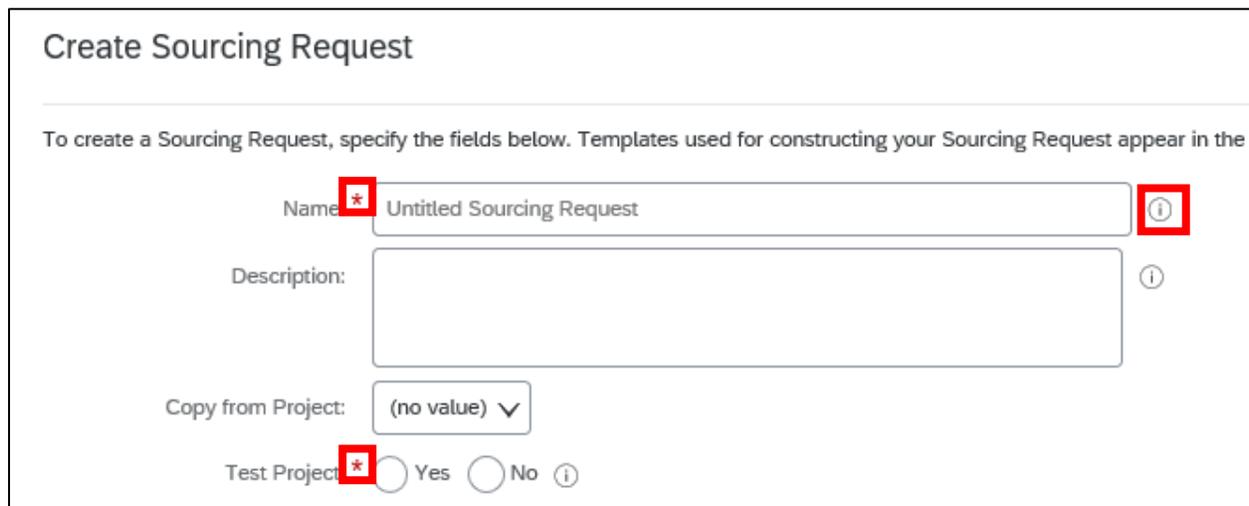
# Creating a Sourcing Request in LESA

This document describes the procedure for creating a Sourcing Request.

1. Log into LESA (<http://louisiana.sourcing.ariba.com>). On the left side of the screen, click “Sourcing Request” under Common Actions.



2. On the Create Sourcing Request screen, required fields are marked by a red asterisk (\*). Some fields include Help Tips, which may be accessed by clicking on the circled “i” at the end of the field.

A screenshot of the 'Create Sourcing Request' form. The title is 'Create Sourcing Request'. Below the title, there is a subtitle: 'To create a Sourcing Request, specify the fields below. Templates used for constructing your Sourcing Request appear in the'. The form contains several fields: 'Name' (required, marked with a red asterisk) with the value 'Untitled Sourcing Request' and a help tip icon (circled 'i'); 'Description' (text area) with a help tip icon; 'Copy from Project' (dropdown menu) with the value '(no value)'; and 'Test Project' (radio buttons) with 'Yes' selected and a help tip icon. The 'Name' and 'Test Project' labels are highlighted with red boxes.

3. Enter the name of the project in the Name field and a brief description of the project in the Description field.

**Create Sourcing Request**

To create a Sourcing Request, specify the fields below. Templates used for constructing your Sourcing Request appear in

Name: \* RFP for Consulting Services ⓘ

Description: A consultant is needed to assist our agency with modernizing our work processes. ⓘ

Copy from Project: (no value) ▾

4. The next field, Copy from Project, should be ignored. This field copies information from another Sourcing Request in LESA, including all fields, such as submittal date. Since the dates will change from one Sourcing Request to another, the field must be left blank.
5. If you are training or practicing how to create and submit a Sourcing Request, select Yes for Test Project. Otherwise select No.

**Create Sourcing Request**

To create a Sourcing Request, specify the fields below. Templates used for constructing your Sourcing Request appear in

Name: \* RFP for Consulting Services ⓘ

Description: A consultant is needed to assist our agency with modernizing our work processes. ⓘ

Copy from Project: (no value) ▾

Test Project: \*  Yes  No ⓘ

6. For Statewide/Region(s)/Parish(es), click the down arrow on the field. If you have previously created a Sourcing Request, the system will present a list of previously selected items that can be chosen by clicking on them. If this is your first Sourcing Request, or the item needed is not included in the previously selected items list, choose "Search more". Select the location(s) where the work will be performed or the goods will be delivered. Individual parishes, regions, or statewide may be chosen by selecting the box to the left of the appropriate item. Click on the arrow next to the region to expand the list to include the individual parishes within that region. Multiple selections may be made.

NOTE: The regions correspond to the GOHSEP and Department of Military Affairs regions, which may differ from a region map regularly used by your agency.

### Create Sourcing Request

To create a Sourcing Request, specify the fields below. Templates used for constructing your Sourcing Request appear below.

Name: \*  ⓘ

Description:  ⓘ

Copy from Project:  ▾

Test Project: \*  Yes  No ⓘ

Base Language:  ▾

Statewide/Region(s)/Parish(es):  ▾ 

Agency: \*

Estimated Value:

Project Reason:

### Choose Values for Statewide/Region(s)/Parish(es)

Add to Currently Selected

Region ▾

<input type="checkbox"/>	Description ↑	Region
<input type="checkbox"/>	Statewide	All
<input type="checkbox"/>	Region 1	R1
<input type="checkbox"/>	Jefferson	JEF
<input checked="" type="checkbox"/>	Orleans	ORL
<input type="checkbox"/>	Plaquemines	PLA
<input type="checkbox"/>	St. Bernard	STB
<input checked="" type="checkbox"/>	Region 2	R2

Currently Selected

Description ↑ Region

No items

< >



7. Choose the appropriate Agency(ies) by clicking the down arrow on the field. If you have previously created a Sourcing Request, the system will present a list of previously selected items that can be chosen by clicking on them. If this is your first Sourcing Request, or the item needed is not included in the previously selected items list, choose "Search more". Agencies may be selected by selecting the box next to the agency name. Click the arrow next to the Department to show the agencies within that Department. Multiple selections may be made. NOTE: The agency level must be chosen, not the department.

### Create Sourcing Request

To create a Sourcing Request, specify the fields below. Templates used for constructing your Sourcing Request appear below.

Name: \*  ⓘ

Description:  ⓘ

Copy from Project:  ▾

Test Project: \*  Yes  No ⓘ

Base Language:  ▾

Statewide/Region(s)/Parish(es):  ▾ [Add more](#)  
 ✕

Agency: \*  ▾ 

Estimated Value: \*

Project Reason:

Predecessor Project:

## Choose Values for Agency

### Add to Currently Selected

Function

<input type="checkbox"/>	Function ↑	ID
<input type="checkbox"/>	▼ All	All
<input type="checkbox"/>	▶ Community and Technical College System	LCTCS
<input type="checkbox"/>	▶ CPRA	CPRA
<input type="checkbox"/>	▶ Department of Agriculture and Forestry	DAF
<input type="checkbox"/>	▼ Department of Corrections	DOC
<input type="checkbox"/>	Adult Probation and Parole	415
<input checked="" type="checkbox"/>	Allen Correctional Center	408
<input checked="" type="checkbox"/>	Avoyelles Correctional Center	405
<input type="checkbox"/>	B.B. Sixty Rayburn Correctional Center	416

### Currently Selected

Function ↑ ID

No items

<  >



8. In the Estimated Value field, enter the project budget or estimated value of the resulting contract(s). For multiple awards, it is the combined value of all expected contracts.

If the contract will result in a no-cost contract for the State, the agency should enter the estimated value of the contract for the total contract term (e.g. the value of the contract to the Contractor).

### Create Sourcing Request

To create a Sourcing Request, specify the fields below. Templates used for constructing your Sourcing Request appear

Name: \* RFP for Consulting Services ⓘ

Description: A consultant is needed to assist our agency with modernizing our work processes. ⓘ

Copy from Project: (no value) ▾

Test Project: \*  Yes  No ⓘ

Base Language: English ▾

Statewide/Region(s)/Parish(es): R2 Region 2 ▾ [Add more](#)  
ORL Orleans ×

Agency: \* 405 Avoyelles Correctional Center ▾ [Add more](#)  
408 Allen Correctional Center ×

Estimated Value: \* \$500,000 USD ⓘ

9. In the Project Reason field, select one of the choices by clicking the down arrow.

### Create Sourcing Request

To create a Sourcing Request, specify the fields below. Templates used for constructing your Sourcing Request appear below.

Name: \*  ⓘ

Description:  ⓘ

Copy from Project:  ▾

Test Project: \*  Yes  No ⓘ

Base Language:  ▾

Statewide/Region(s)/Parish(es):  ▾ [Add more](#)  
 ✕

Agency: \*  ▾ [Add more](#)  
 ✕

Estimated Value: \*   ⓘ

Project Reason:  ▾ ⓘ

Predecessor Project:  ▾ ⓘ

Recurring RFP: \*  ⓘ

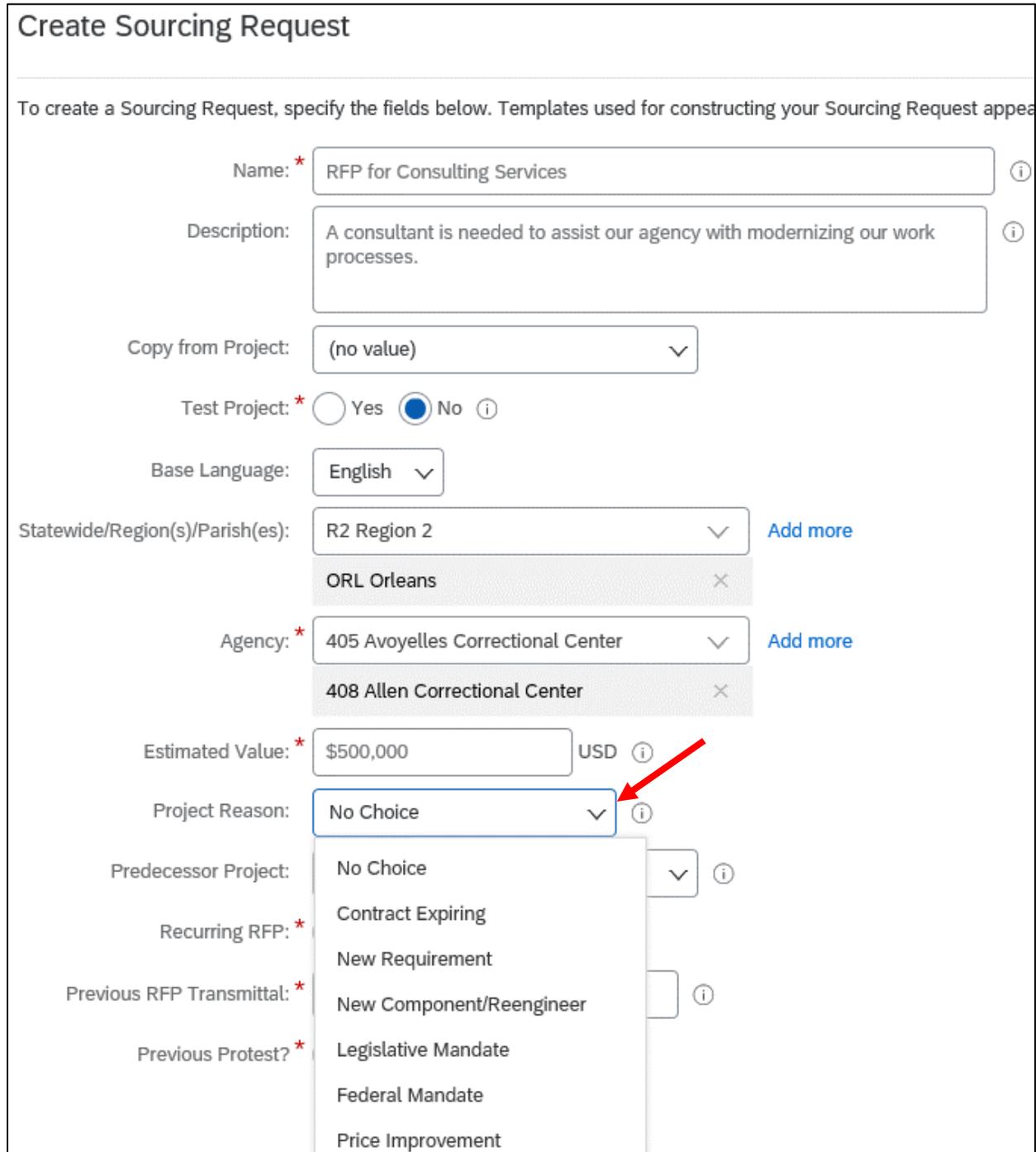
Previous RFP Transmittal: \*  ⓘ

Previous Protest? \*  ⓘ

ⓘ

ⓘ

ⓘ



10. The Predecessor Project field does not need to be completed.

11. In the Recurring RFP field, select Yes if this project is a recurring RFP. Select No if the project is for a new service.

### Create Sourcing Request

To create a Sourcing Request, specify the fields below. Templates used for constructing your Sourcing Request appear

Name: \*  ⓘ

Description:  ⓘ

Copy from Project:  ▾

Test Project: \*  Yes  No ⓘ

Base Language:  ▾

Statewide/Region(s)/Parish(es):  ▾ [Add more](#)  
 ×

Agency: \*  ▾ [Add more](#)  
 ×

Estimated Value: \*  USD ⓘ

Project Reason:  ▾ ⓘ

Predecessor Project:  ▾ ⓘ

Recurring RFP: \*  Yes  No ⓘ

- a. If Recurring RFP is Yes, two (2) additional fields will appear: Previous RFP Transmittal and Previous Protest.

### Create Sourcing Request

To create a Sourcing Request, specify the fields below. Templates used for constructing your Sourcing Request appear in t

Name: \*  ⓘ

Description:  ⓘ

Copy from Project:  ▾

Test Project: \*  Yes  No ⓘ

Base Language:  ▾

Statewide/Region(s)/Parish(es):  ▾ [Add more](#)  
 ✕

Agency: \*  ▾ [Add more](#)  
 ✕

Estimated Value: \*  USD ⓘ

Project Reason:  ▾ ⓘ

Predecessor Project:  ▾ ⓘ

**Recurring RFP: \*  Yes  No ⓘ**

Previous RFP Transmittal: \*  ⓘ

Previous Protest? \*  Yes  No ⓘ

- b. In Previous RFP Transmittal, enter the Sourcing Request ID of the previous RFP that was processed in LESA, the ProAct Transmittal number of the previous RFP that was processed in ProAct, or the Shopping Cart number of the previous RFP that was processed in DocTracking.
- c. For Previous Protest, select Yes if the immediately preceding RFP was protested.

# Create Sourcing Request

To create a Sourcing Request, specify the fields below. Templates used for constructing your Sourcing Request appear

Name: \*  ⓘ

Description:  ⓘ

Copy from Project:  ▾

Test Project: \*  Yes  No ⓘ

Base Language:  ▾

Statewide/Region(s)/Parish(es):  ▾ [Add more](#)  
 ✕

Agency: \*  ▾ [Add more](#)  
 ✕

Estimated Value: \*  USD ⓘ

Project Reason:  ▾ ⓘ

Predecessor Project:  ▾ ⓘ

Recurring RFP: \*  Yes  No ⓘ

Previous RFP Transmittal: \*  ⓘ

Previous Protest? \*  Yes  No ⓘ

12. In the Commodity field, select the appropriate commodity code(s) by clicking the down arrow on the field. If you have previously created a Sourcing Request, the system will present a list of previously selected items that can be chosen by clicking on them. If this is your first Sourcing Request, or the item needed is not included in the previously selected items list, choose "Search more". Select the box next to the appropriate commodity code(s). You may search for the appropriate commodity code(s) by Name or by ID. Multiple selections may be made. Note: Commodity code(s) chosen must have six (6) or more digits. This is at least two (2) levels down on the hierarchy.

**Create Sourcing Request** Create Cancel

To create a Sourcing Request, specify the fields below. Templates used for constructing your Sourcing Request appear in the section at the bottom of the page, and available Templates [More](#)

Name: RFP for Consulting Services ⓘ

Description: A consultant is needed to assist our agency with modernizing our work processes. ⓘ

Copy from Project: (no value) ▾

Test Project:  Yes  No ⓘ

Base Language: English ▾

Statewide/Region(s)/Parish(es): R2 Region 2 ▾ [Add more](#)  
ORL Orleans ×

Agency: 405 Avoyelles Correctional Center ▾ [Add more](#)  
408 Allen Correctional Center ×

Estimated Value: \$500,000 USD ⓘ

Project Reason: No Choice ▾ ⓘ

Owner: Austin Bochman ▾ ⓘ

Currency: US Dollar ▾

Commodity: (no value) ▾

- DIESEL FUEL 15101505
- GASOLINE OR PETROL 15101506
- ELEVATOR MAINTENANCE SERVICES, 72101506
- BANKING AND INVESTMENT 8412

[Search more](#)

**Choose Values for Commodity**

Add to Currently Selected

Name ▾  Search

<input type="checkbox"/>	Name ↑	ID
<input checked="" type="checkbox"/>	▶ BUSINESS AND CORPORATE MANAGEMENT CONSULTATION SERVICES	801015
<input type="checkbox"/>	▶ FASHION CONSULTANTS	911019
<input type="checkbox"/>	Make up consultation	91101602
<input type="checkbox"/>	Oilfield consultancy services	71161605

13. At the bottom of the create screen, answer the questions posed.
- a. For the first question, answer Yes if your agency legal section needs to review the Sourcing Request prior to submittal to OSP. This will insert your legal section in the approval workflow.
  - b. For the second question, answer Yes if your agency budget section needs to review the Sourcing Request prior to submittal to OSP. This will insert your budget section in the approval workflow.

Select a template

Select the template you want to use, and answer any questions related to it to create your project. How you set the fields in the section above might affect which templates are available.

OSP Sourcing Request

*Use this template to create a Sourcing Request.*

---

Does your legal section need to review the documents prior to submittal to OSP?

Does your budget section need to review the request prior to submittal to OSP?

14. Click the blue Create button at the top or bottom of the screen to create the Sourcing Request.

Select a template

Select the template you want to use, and answer any questions related to it to create your project. How you set the fields in the section above might affect which templates are available.

OSP Sourcing Request

*Use this template to create a Sourcing Request.*

---

Does your legal section need to review the documents prior to submittal to OSP?

Does your budget section need to review the request prior to submittal to OSP?

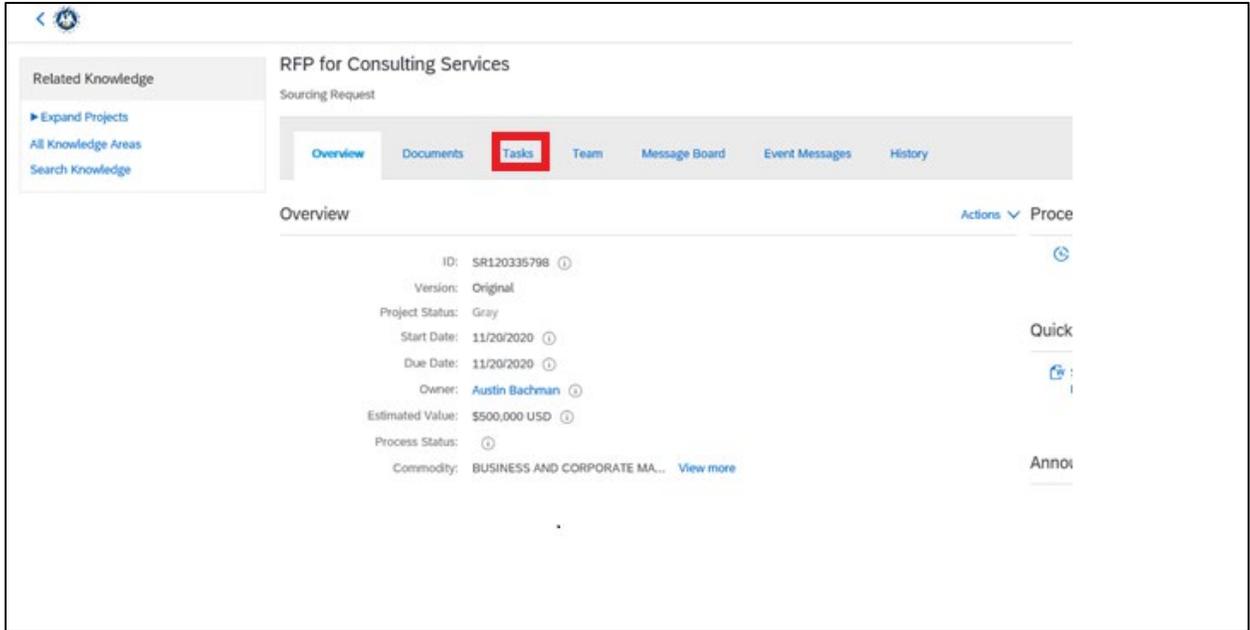
---

15. Now that you have created the Sourcing Request, the activities to be completed in order to submit the Sourcing Request to OSP may be found below.

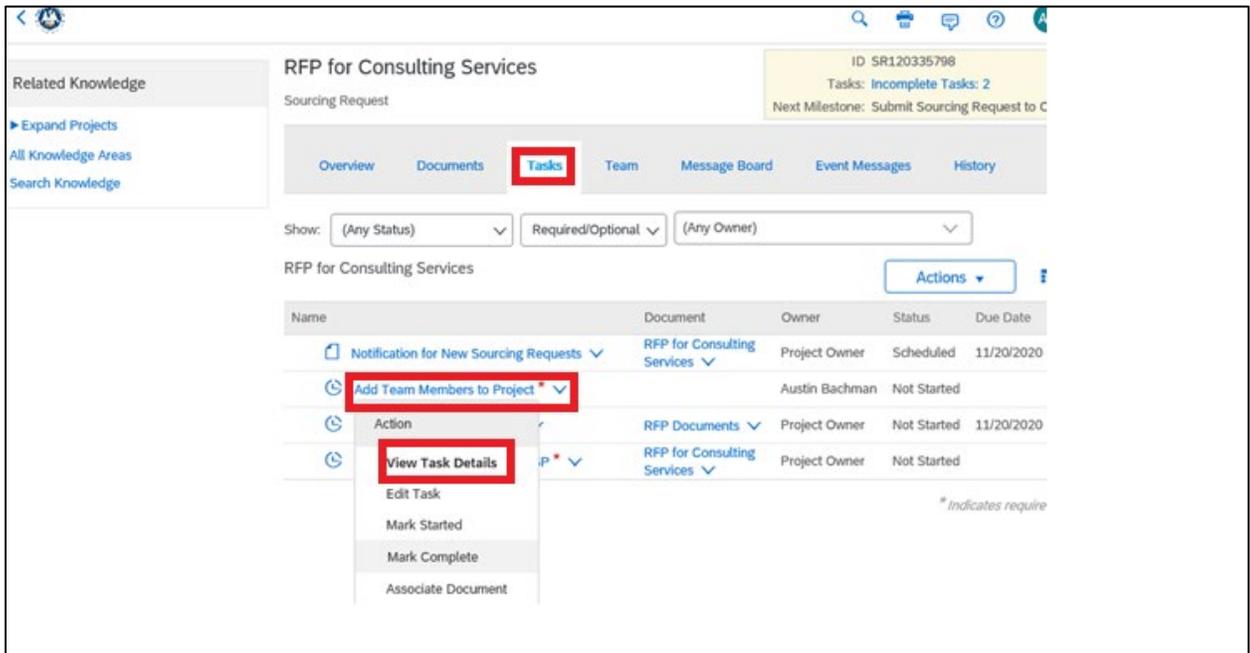
# Submitting a Sourcing Request

Starting with step 16, this process describes the procedure for adding the necessary documents to a Sourcing Request and submitting the Sourcing Request to OSP.

- 16. Log into LESA and access your already created Sourcing Request.
- 17. In the Sourcing Request, click on the “Tasks” tab. This displays the tasks that must be completed in order to submit the Sourcing Request to OSP.



- 18. Click on the “Add Team Members to Project” task and choose “View Task Details”.



19. Each task contains a description of the action to be taken in that task. Read the description and then click the “Mark Started” button.

The screenshot shows a 'To Do Task' interface. At the top right, there is an 'Exit' button. Below the header, a message states: 'Tasks are assigned work to be finished by a given date. If you have not yet started the task, click **Mark Started** to indicate that you are working on it. If this task is finished, you [More](#)'. The breadcrumb path is 'RFP for Consulting Services / [Add Team Members to Project](#)'. The task title is 'TSK120509968 Add Team Members to Project'. The instructions read: 'Click on the "Team" tab. On the right side of the screen, click the Actions button and select Edit.' Below this, a detailed description explains how to add team members by selecting roles like Agency Approver, Agency Budget, Agency Legal, and Evaluation Committee. At the bottom, there are two buttons: 'Mark Started' (highlighted with a red box) and 'Mark Complete'.

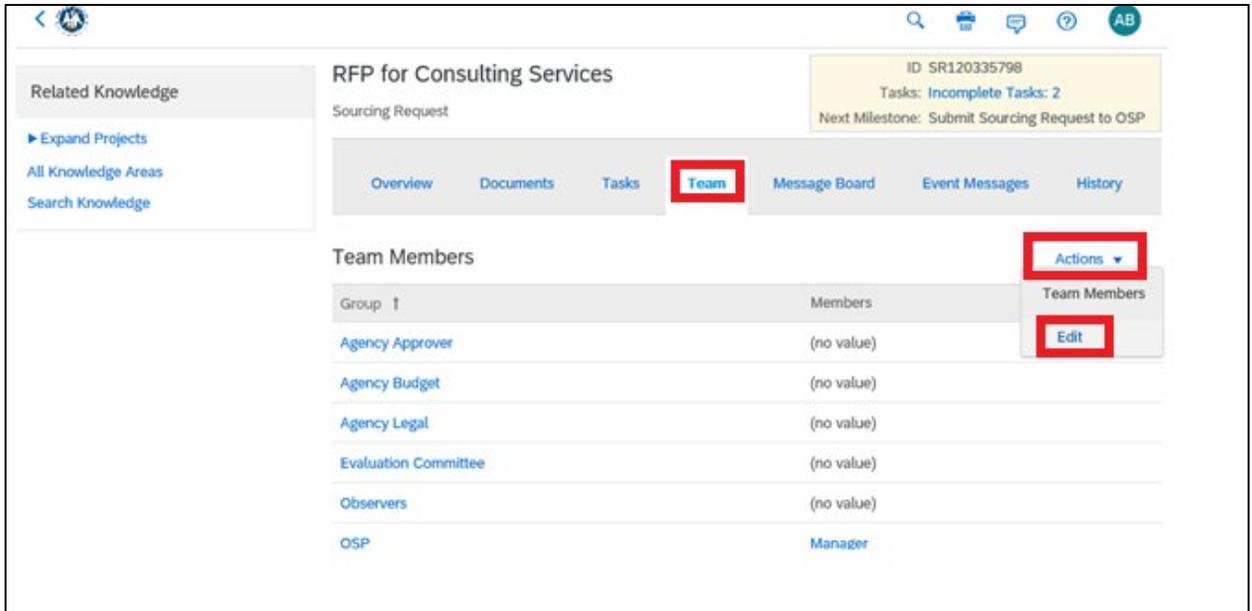
20. Returning to the Tasks tab, you will see the icon has changed for the “Add Team Members to Project” task and the status now shows “In Progress”.

The screenshot displays the 'RFP for Consulting Services' page with the 'Tasks' tab selected. The page header includes 'ID: SR120335798', 'Tasks: Incomplete Tasks: 3', and 'Next Milestone: Submit Sourcing Request to OSP'. The navigation tabs are Overview, Documents, **Tasks**, Team, Message Board, Event Messages, and History. Filter options are set to 'Show: (Any Status)', 'Required/Optional', and '(Any Owner)'. The task list below shows:

Name	Document	Owner	Status	Due Date
Notification for New Sourcing Requests	RFP for Consulting Services	Project Owner	Scheduled	11/20/2020
Add Team Members to Project *		Austin Bachman	<b>In Progress</b>	
Complete RFP Documents *	RFP Documents	Project Owner	Not Started	11/20/2020
Submit Sourcing Request to OSP *	RFP for Consulting Services	Project Owner	Not Started	

The 'In Progress' status for the 'Add Team Members to Project' task is highlighted with a red box.

21. To complete the “Add Team Members to Project” task, click on the “Team” tab. On the right side of the screen, click the Actions button and select Edit.



22. Add team members by clicking the down arrow under Members and choosing “Search more”.
  - a. For Agency Approver, select the person at your agency who has the authority to approve the procurement.
  - b. If your internal agency policy requires agency budget to approve the project prior to sending to OSP, select the fiscal approver for your agency in the Agency Budget group.
  - c. If your internal agency policy requires agency legal to approve the Scope of Work prior to sending to OSP, select the attorney assisting you with the procurement in the Agency Legal group.
  - d. For Observers, add any agency personnel that may need to be involved in the procurement, but do not fall into one of the other Groups.
  - e. If you need to add someone to the Team who does not have an LESA account, contact [LESA@la.gov](mailto:LESA@la.gov).

### Team

Define the Team for this Sourcing Request. To add a new **Group** to this Sourcing Request, click **Add Group**.

#### Team Members

Group ↑	Members
<input type="radio"/> Agency Approver	<input type="text" value=""/> <span>▼</span>
<input type="radio"/> Agency Budget	Shannon Arceneaux
<input type="radio"/> Agency Legal	Austin Bachman
<input type="radio"/> Evaluation Committee	Calvin Mayeux
<input type="radio"/> Observers	Glenn Frazier
<input type="radio"/> OSP	Jessica Barnes
<input type="radio"/> Project Owner	Austin Bachman <span>▼</span> <a href="#">Add more</a>

[Search more](#)

[Delete](#) | [Add Group](#)

### Team

Define the Team for this Sourcing Request. To add a new **Group** to this Sourcing Request, click **Add Group**.

#### Team Members

Choose Values for Members

Add to Currently Selected

Name  [Search](#)

<input type="checkbox"/>	Name ↑	ID	Type	Phone	Email Address
<input type="checkbox"/>	Felicia Sonnier	felicia.sonnier@la.gov	Enterprise User	225-342-8029	felicia.sonnier@la.gov

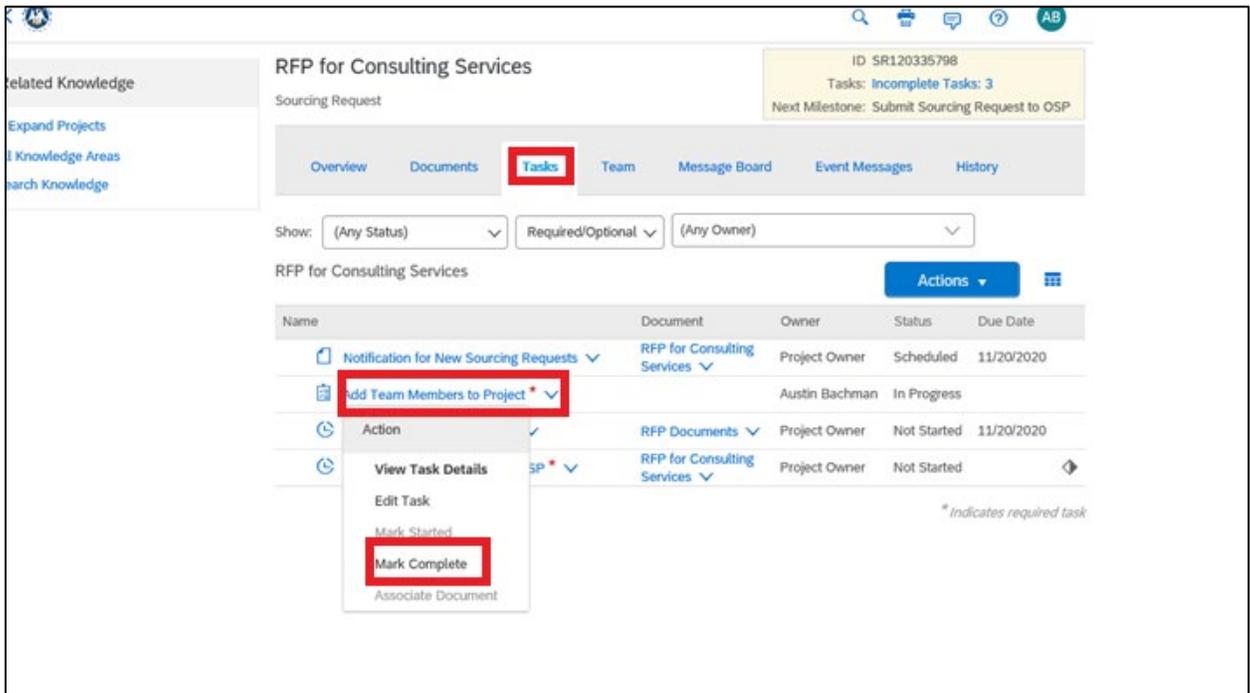
Currently Selected

Name ↑ ID Type Phone Email Address

No items

[Done](#)

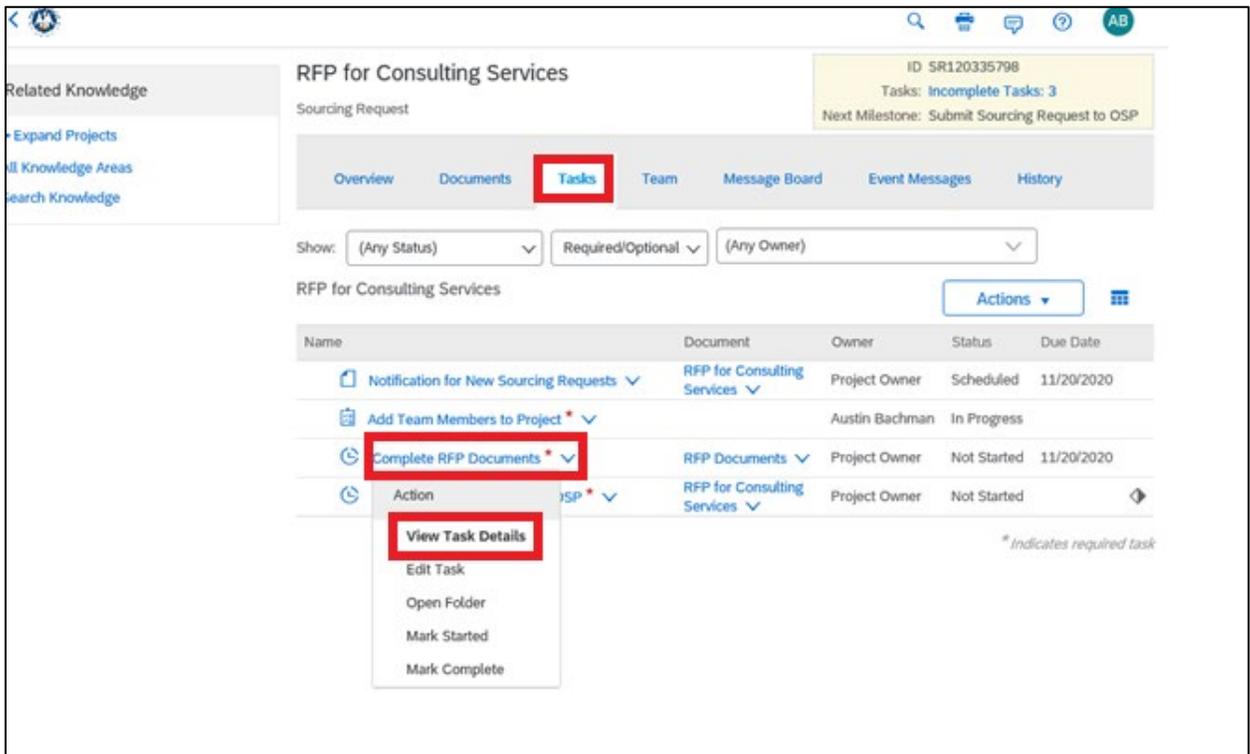
23. Once all Team Members have been added, return to the Tasks tab. Click on the “Add Team Members to Project” task and select “Mark Complete”.



The screenshot shows the 'RFP for Consulting Services' page with the 'Tasks' tab selected. The table lists several tasks, and the 'Add Team Members to Project' task is highlighted. A dropdown menu is open for this task, showing options like 'View Task Details', 'Edit Task', 'Mark Started', and 'Mark Complete', with 'Mark Complete' being the selected option.

Name	Document	Owner	Status	Due Date
Notification for New Sourcing Requests	RFP for Consulting Services	Project Owner	Scheduled	11/20/2020
Add Team Members to Project *		Austin Bachman	In Progress	
Action	RFP Documents	Project Owner	Not Started	11/20/2020
Complete RFP Documents *	RFP for Consulting Services	Project Owner	Not Started	

24. Next click on the “Complete RFP Documents” task and select View Task Details.



The screenshot shows the 'RFP for Consulting Services' page with the 'Tasks' tab selected. The table lists several tasks, and the 'Complete RFP Documents' task is highlighted. A dropdown menu is open for this task, showing options like 'View Task Details', 'Edit Task', 'Open Folder', 'Mark Started', and 'Mark Complete', with 'View Task Details' being the selected option.

Name	Document	Owner	Status	Due Date
Notification for New Sourcing Requests	RFP for Consulting Services	Project Owner	Scheduled	11/20/2020
Add Team Members to Project *		Austin Bachman	In Progress	
Complete RFP Documents *	RFP Documents	Project Owner	Not Started	11/20/2020
Action	RFP for Consulting Services	Project Owner	Not Started	

25. Read the task description. The referenced document templates can be downloaded within the task or from the RFP Documents folder on the Documents tab. Click Cancel to return to the Tasks tab.

Document Task
Cancel

---

Make the necessary changes to this task, and click **OK** to save the changes. You can change the **Due Date**, change the chronological display order of this task in the project by [More](#)

[RFP for Consulting Services](#) / [Complete RFP Documents](#)

---

TSK120509917 Complete RFP Documents
Not Started

---

1) Open RFP Documents folder.  
 2) Download templates included in RFP Documents folder.  
 3) Complete documents and upload to RFP Documents folder.

RFP Documents (Read Only)

---

Scope of Work Template ▼

---

RFP Definitions and Acronyms ▼

Here you can do the following actions

- **View** folder and edit documents
- **Replace** document(s) on the left

Mark Complete

---

Properties
Task History

26. Click on the “Complete RFP Documents” task and select Mark Started.

AB

---

Related Knowledge

[Expand Projects](#)

[All Knowledge Areas](#)

[Search Knowledge](#)

### RFP for Consulting Services

Sourcing Request

ID: SR120335798

Tasks: Incomplete Tasks: 3

Next Milestone: Submit Sourcing Request to OSP

Overview
Documents
Tasks
Team
Message Board
Event Messages
History

Show: (Any Status) ▼ Required/Optional ▼ (Any Owner) ▼

RFP for Consulting Services Actions ▼

Name	Document	Owner	Status	Due Date
Notification for New Sourcing Requests <span style="float: right;">▼</span>	RFP for Consulting Services <span style="float: right;">▼</span>	Project Owner	Scheduled	11/20/2020
Add Team Members to Project <span style="float: right;">*</span> <span style="float: right;">▼</span>		Austin Bachman	In Progress	
<span style="border: 2px solid red; padding: 2px;">Complete RFP Documents <span style="float: right;">*</span> <span style="float: right;">▼</span></span>	RFP Documents <span style="float: right;">▼</span>	Project Owner	Not Started	11/20/2020
Action <span style="float: right;">JSP <span style="float: right;">*</span> <span style="float: right;">▼</span></span>	RFP for Consulting Services <span style="float: right;">▼</span>	Project Owner	Not Started	

View Task Details

Edit Task

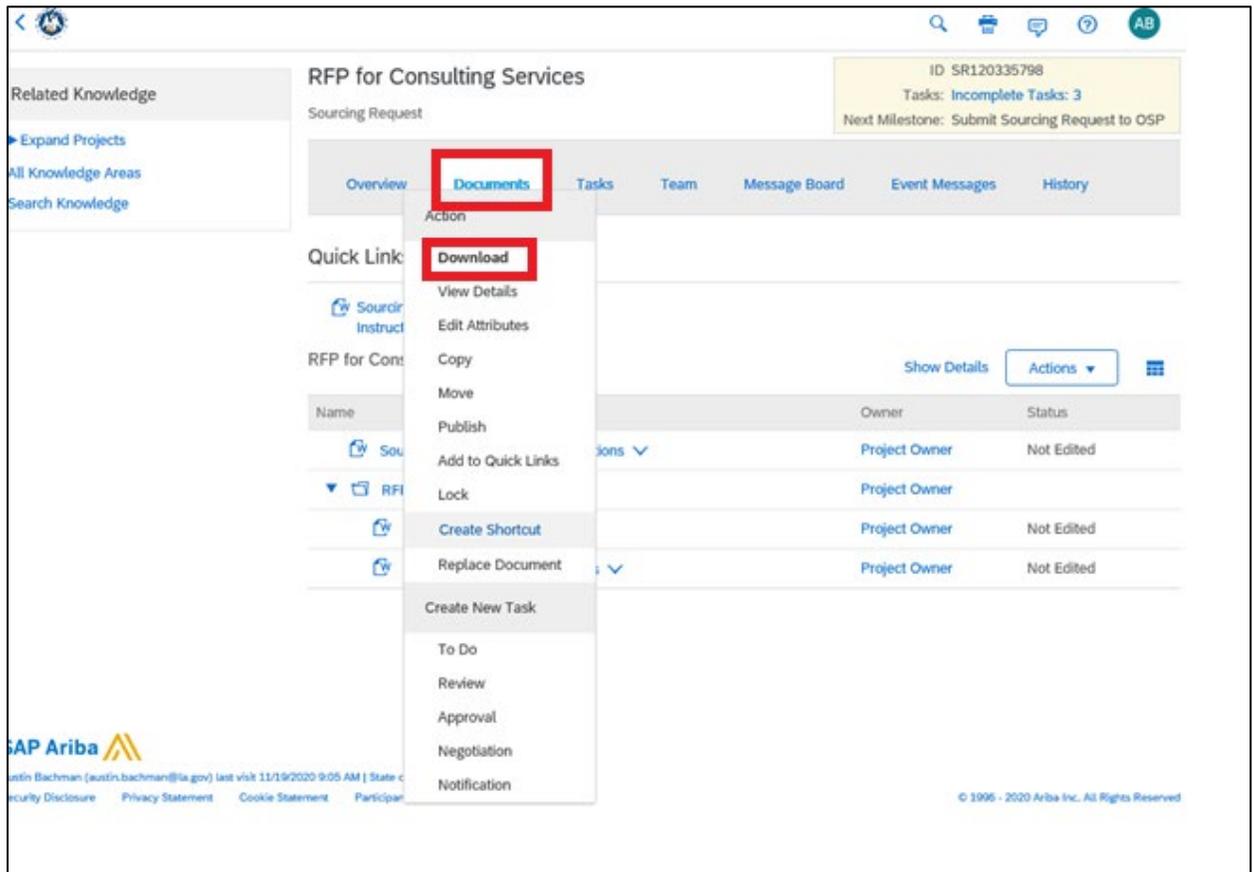
Open Folder

Mark Started

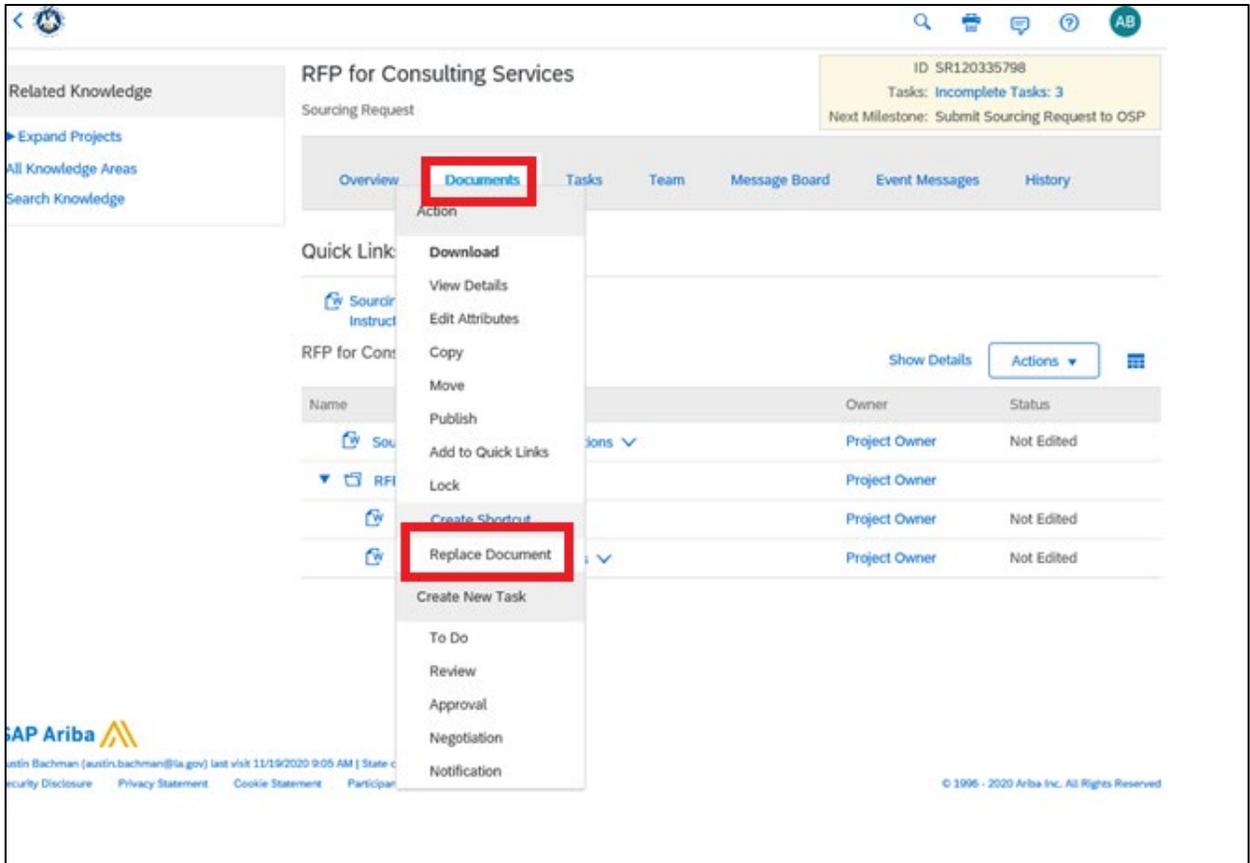
Mark Complete

\* Indicates required task

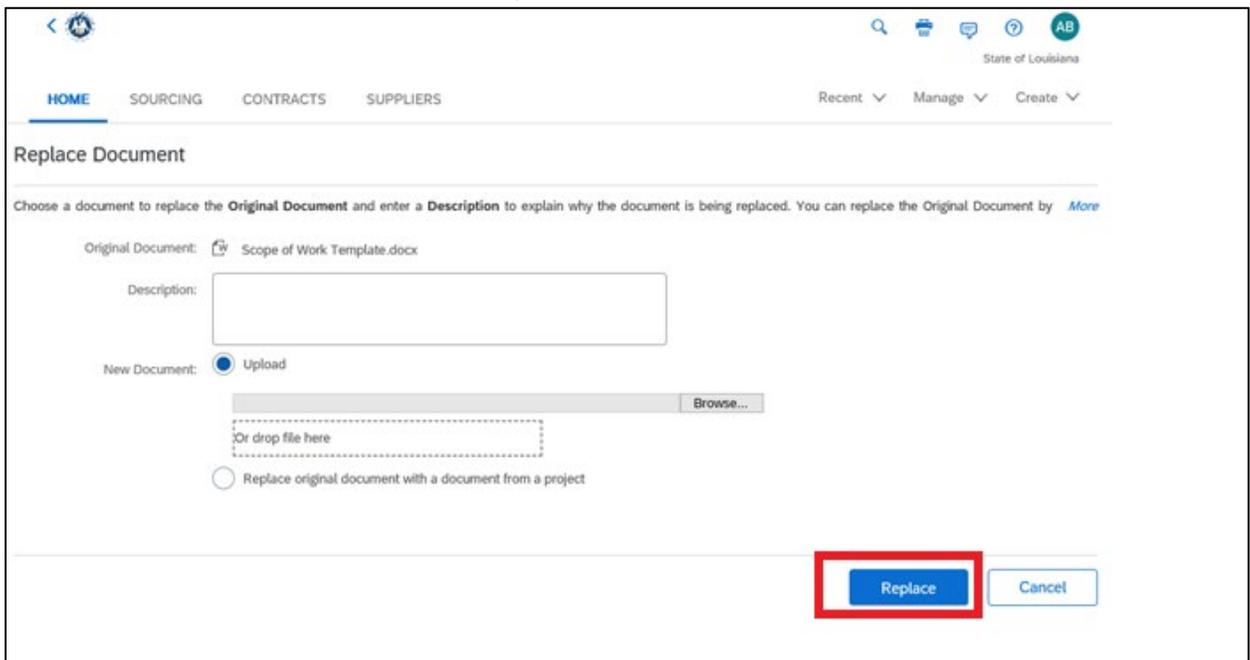
27. Click on the Documents tab. Open the RFP Documents folder by clicking on it. Click on Scope of Work Template and select Download.



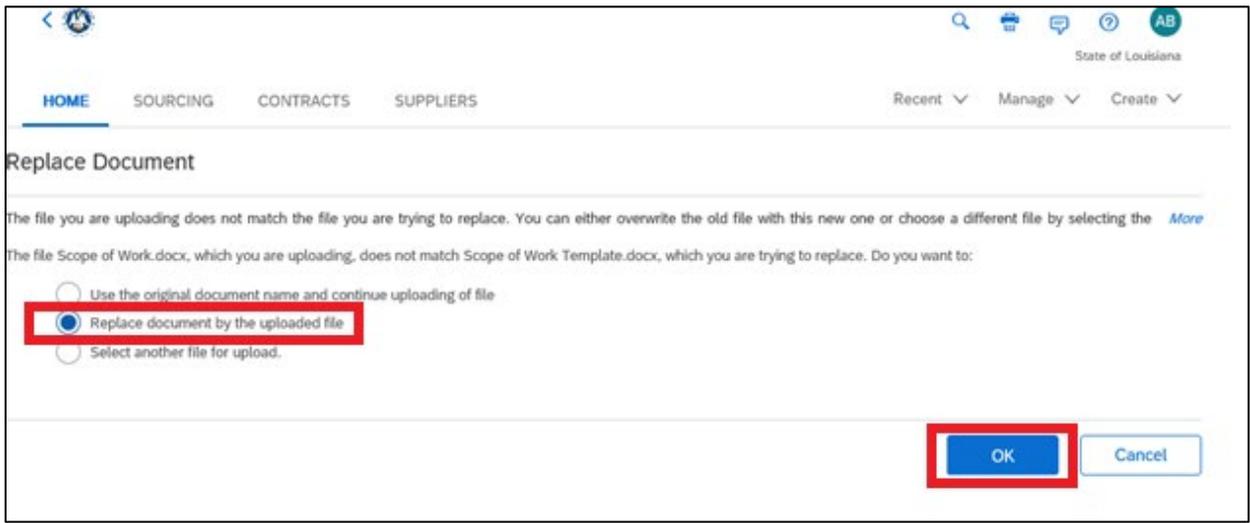
28. Download the remaining documents in the folder using the same process.
29. Complete the Scope of Work Template and the other documents. Once the Scope of Work is complete, return to the Documents tab. Click on Scope of Work Template and select Replace Document.



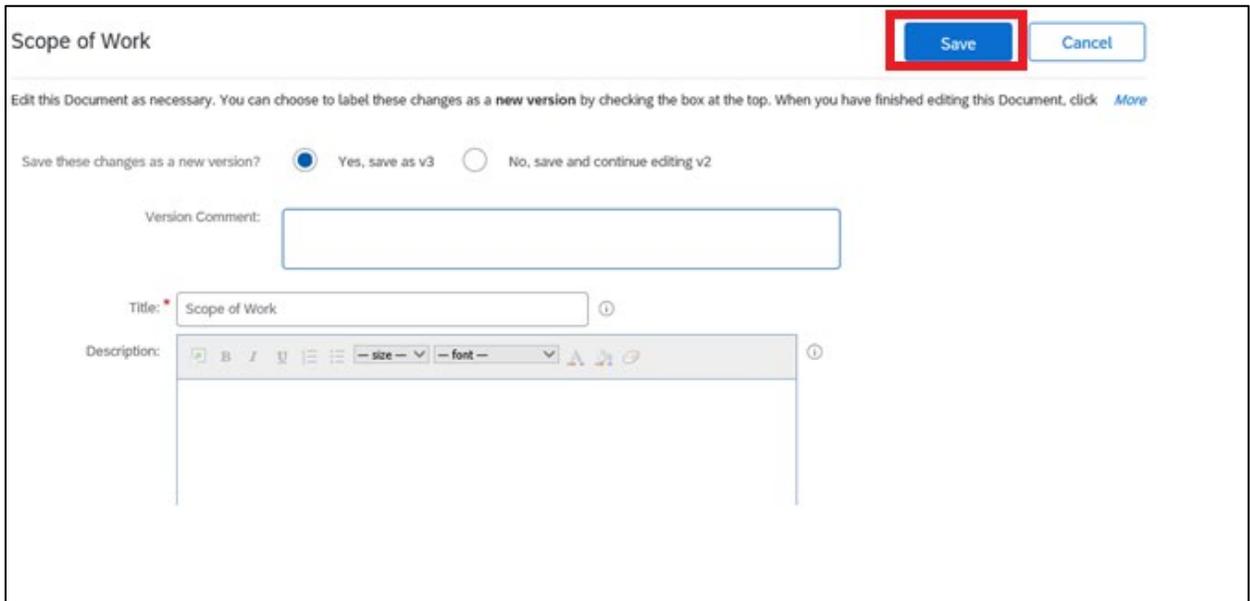
30. The completed Scope of Work can be uploaded by clicking Browse or by dragging and dropping the file into the denoted box. Next click Replace.



31. You should receive a message stating the file you are uploading does not match the file you are trying to replace. Select “Replace document by the uploaded file” and then click OK.



32. On the next screen, click Save.



33. Follow the same process to upload the other documents.
34. Return to the Tasks tab. Click on the Complete RFP Documents task and select Mark Complete.
35. The final task to perform is the “Submit Sourcing Request to OSP” task. This task is an approval task that will route a simultaneous approval to the Team Members designated as Agency Budget and Agency Legal, if applicable. Once the task is approved by Agency Budget and Agency Legal, the approval routes to Agency Approver. Once the Agency Approver approves the task, the Sourcing Request is submitted to OSP. To begin the approval workflow, click on the task and select View Task Details.

Related Knowledge

- Expand Projects
- All Knowledge Areas
- Search Knowledge

### RFP for Consulting Services

Sourcing Request

ID SR120335798  
Tasks: Incomplete Tasks: 1  
Next Milestone: Submit Sourcing Request to OSP

Overview Documents **Tasks** Team Message Board Event Messages History

Show: (Any Status) Required/Optional (Any Owner)

RFP for Consulting Services Actions

Name	Document	Owner	Status	Due Date
Notification for New Sourcing Requests	RFP for Consulting Services	Project Owner	Scheduled	11/20/2020
Add Team Members to Project		Austin Bachman	Complete	
Complete RFP Documents	RFP Documents	Austin Bachman	Complete	11/20/2020
<b>Submit Sourcing Request to OSP</b>	RFP for Consulting Services	Project Owner	Not Started	

\* Indicates required task

Action

- View Task Details**
- Edit Task
- Open Sourcing Request

36. An initial message may be entered to provide additional information to the approvers.

### Approval Task

Cancel

This task requires approval on one or more documents. Prior to submitting this task, documents must be ready for approval. You can enter any necessary task messages and [More](#)

RFP for Consulting Services / [Submit Sourcing Request to OSP](#)

#### TSK120509915 Submit Sourcing Request to OSP

Round 1: Not Started

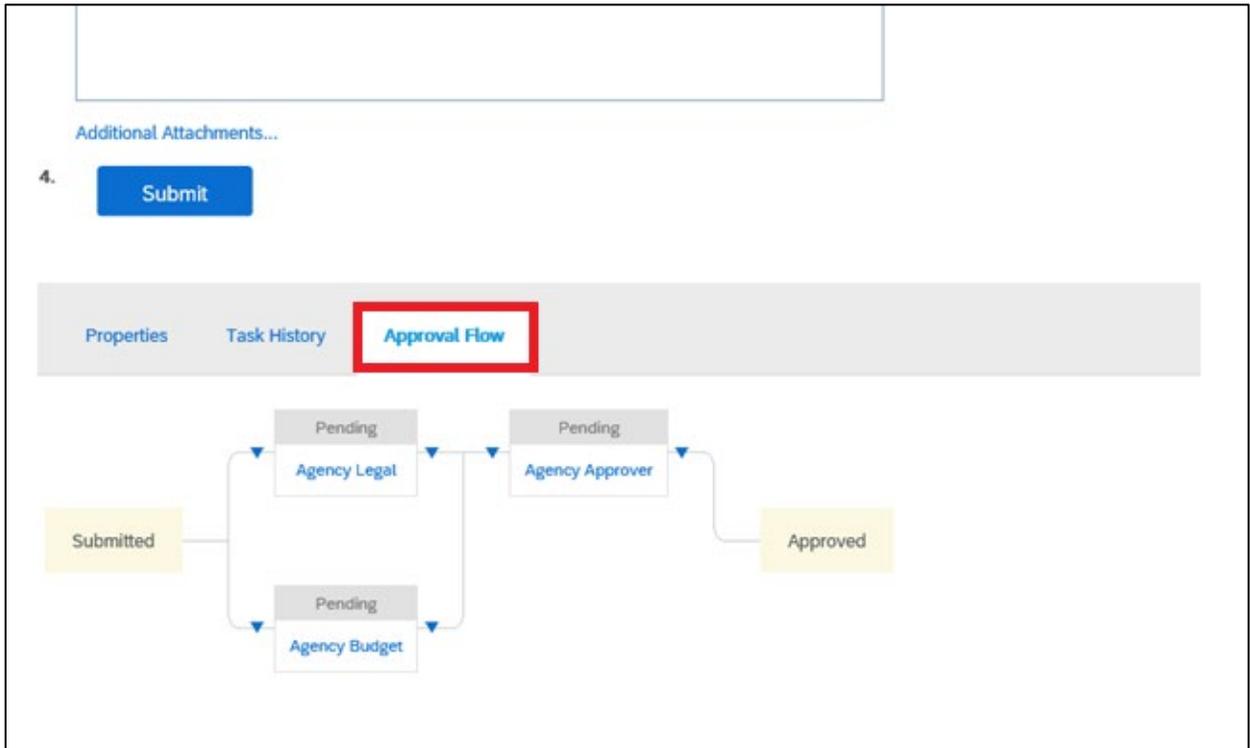
Submit this task to begin the agency approval process. Once the Agency Approver has approved the Request, the Sourcing Request will be submitted to OSP.

- RFP for Consulting Services
- Specify Due Date
  - Days after parent phase starts: None
  - Fixed Date:
- Provide an initial message and click Submit
 

These services are mission critical. The estimated cost is \$500,000. Fund XYZ will be used.
- Additional Attachments...

Submit

37. To view the approvers, scroll to the bottom and click on Approval Flow. The specific approvers may be seen by clicking on each group name.



[<](#) 

## Review Details for Agency Legal

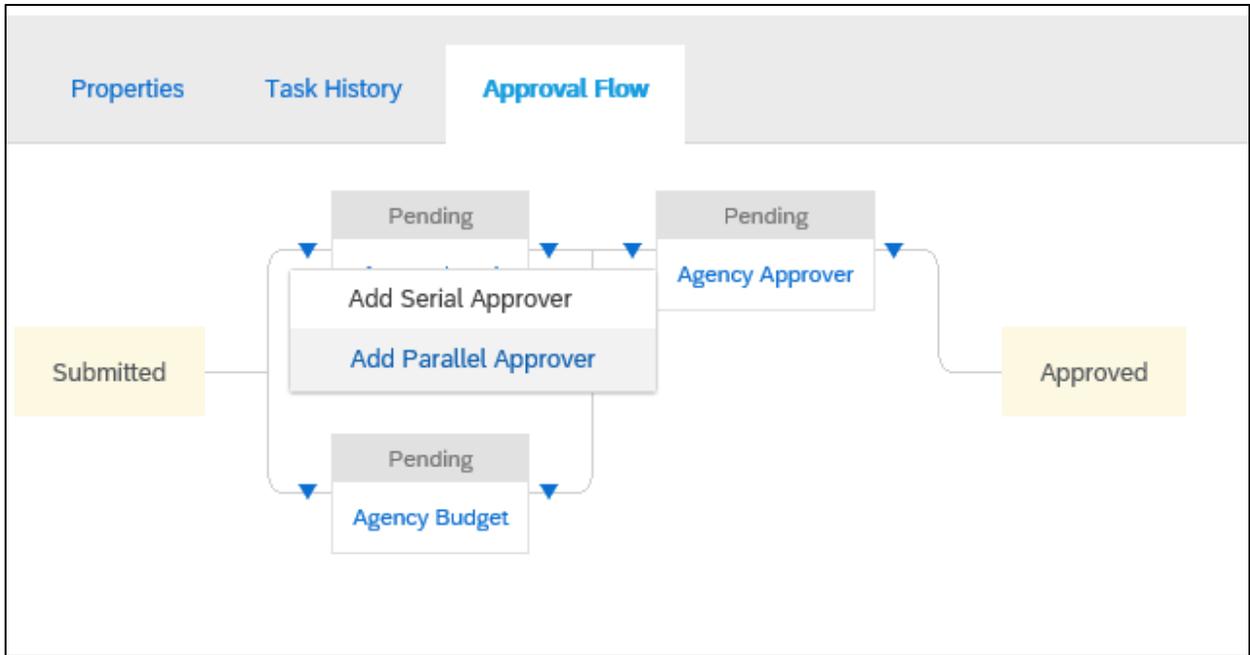
These are the details for the approver you selected.

ID: PG120509904  
Name: Agency Legal

**Users who can approve:**

[Karen Loftin](#)

38. If additional approvers need to be added to the workflow, this can be accomplished by clicking the appropriate blue arrow and choosing whether the new approver is a serial approver or parallel approver. A serial approver is sequential whereas a parallel approver receives the approval simultaneously with other approvers.



39. To begin the approval flow, click Submit.

**Approval Task** Cancel

This task requires approval on one or more documents. Prior to submitting this task, documents must be ready for approval. You can enter any necessary task messages and [Move](#)

[RFP for Consulting Services](#) / [Submit Sourcing Request to OSP](#)

**TSK120509915 Submit Sourcing Request to OSP** Round 1: Not Started ⓘ

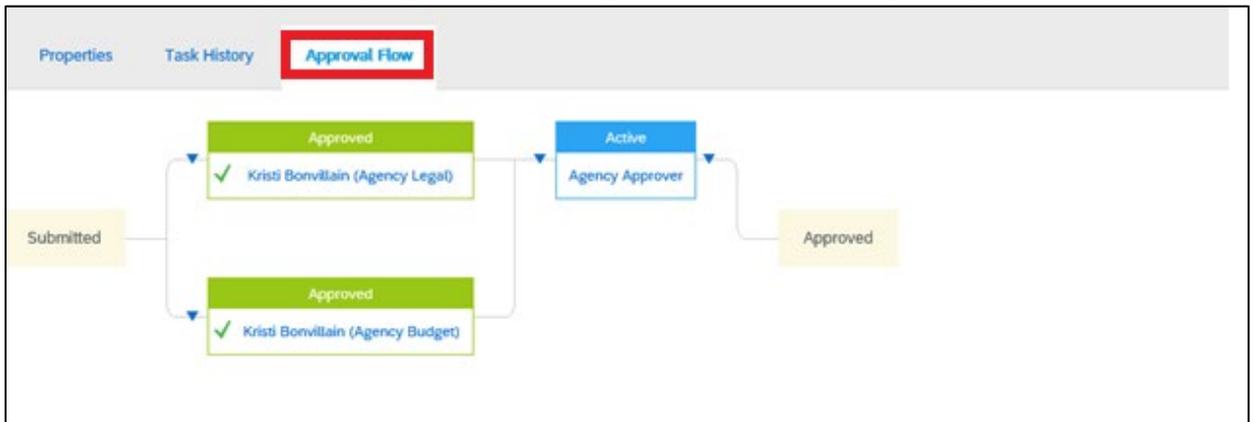
Submit this task to begin the agency approval process. Once the Agency Approver has approved the Request, the Sourcing Request will be submitted to OSP.

- ▶ [RFP for Consulting Services](#) ▼
- Specify Due Date
  - Days after parent phase starts: None ⓘ
  - Fixed Date:
- Provide an initial message and click Submit
 

These services are mission critical. The estimated cost is \$500,000. Fund XYZ will be used.

Additional Attachments...
- Submit

40. You can monitor the approval progress by returning to the task and viewing the Approval Flow.



41. When the Agency Approver approves the task, the Sourcing Request is submitted to OSP. It will be assigned to an OSP Analyst who will contact you regarding the next steps.