

# REQUISITIONS

# Overview of Requisition to PO Process

- A **Requisition (RQ)** is a request to purchase commodities or general services over \$10,000.
- RQs are used for **one-time, non-recurring** purchases. If a Department has several recurring RQs, or there is an **ongoing or annual need** for certain commodities or general services, OCA recommends initiating a **Term Contract**.
- **Workflow:**



Requestors can search for **catalog items** or place an order for **non-catalog items** by entering a description

# RQ SOURCED TO SOURCING EVENT OR PURCHASE ORDER

## 1. RQ to PO (No Solicitation)

- If the purchase is an approved Sole Source (or other waiver of competitive solicitation approved)
- If uses an existing RFQ pool managed by OCA that requires RQ to PO process.

## 2. RQ to Solicitation to PO

- Department submits RQ/bid specification information to OCA.
- OCA will competitively bid out the commodity or services through a Sourcing Event.
- The Sourcing Event will be advertised publicly so any vendor can bid on it.

# REQUISITION REQUIREMENTS (NON-FLEET / NON-IT ONLY)

- Departments submit their Requisitions into PeopleSoft.
- Requisition must contain the following minimum information:
  - Completed **OCA Non-IT Requisition Checklist** (available at <https://sfgov.org/oca/resources>)
  - **Bid specifications:** Clear description of the **technical requirements** of the item, including **minimum essential characteristics** and **key performance features** that the item must possess
  - **Quotes** for acceptable similar products from at least 3 vendors, which provides a basis for pricing
  - Correct **Chart of Accounts** that will fund the purchase.

# REQUISITION REQUIREMENTS (FLEET ONLY)

Vehicles and heavy equipment are processed by OCA's centralized fleet buyers. Fleet Requisition must include:

- **Type** of vehicle or heavy equipment
- Approved **equipment budget number**, substitution approvals, carry forward approvals, etc.
- **Fleet approval** from Tom Fung, Director of Fleet Management on the VAR
- Term Contract Order Sheet or **technical specifications** approved by Fleet Management
- Separate line items for **tire tax** and **extended warranties**