

Bull Marketplace – Public Solicitations
How to request a sourcing event/sourcing support

Purpose:	This manual outlines how the sourcing event request form and process works
Notes:	As a state agency, USF is required to issue public solicitations for the procurement of commodities and services over \$75,000, which are not otherwise exempt from competition. This guide is designed to assist suppliers and potential respondents in navigating and successfully responding to online bids.
Navigation:	<p>Follow this link to be taken directly to USF’s Bull Marketplace Login: https://solutions.scquest.com/apps/Router/SAMLAuth/USFlorida</p> <p><u>The Request Form</u></p> <p><u>Tracking Your Request</u></p>

The Request Form



Shop • Shopping

Buyer Shopping

Contract Search

Search

Search by contract name, number, summary, etc.



Search Contract Parties

Advanced Search

Other Request Forms

Contract Request Form

[Sourcing Request Form](#)

From the Shopping Home Page, click here to access the external link to the Sourcing Request Form. This will take you to a new window outside of the Bull Marketplace.

The Request Form



Sourcing Request Form

Public Solicitations are required for purchases valued at \$75k and greater unless exempt from competitive solicitation under regulation USF4.02010(IV) (A)(2-3).

The purpose of this Sourcing Request form is to collect information about the goods and/or services you would like to purchase that are anticipated to exceed \$75,000 over the life of the contract. Procurement Services will review the request and assign a facilitator to assist with a Public Solicitation, or with finding available suppliers who can fulfill the need through an acceptable publicly awarded contract.

Department Information

Please provide your 6-Digit Department Code *

Please provide your full Department/Unit Name *

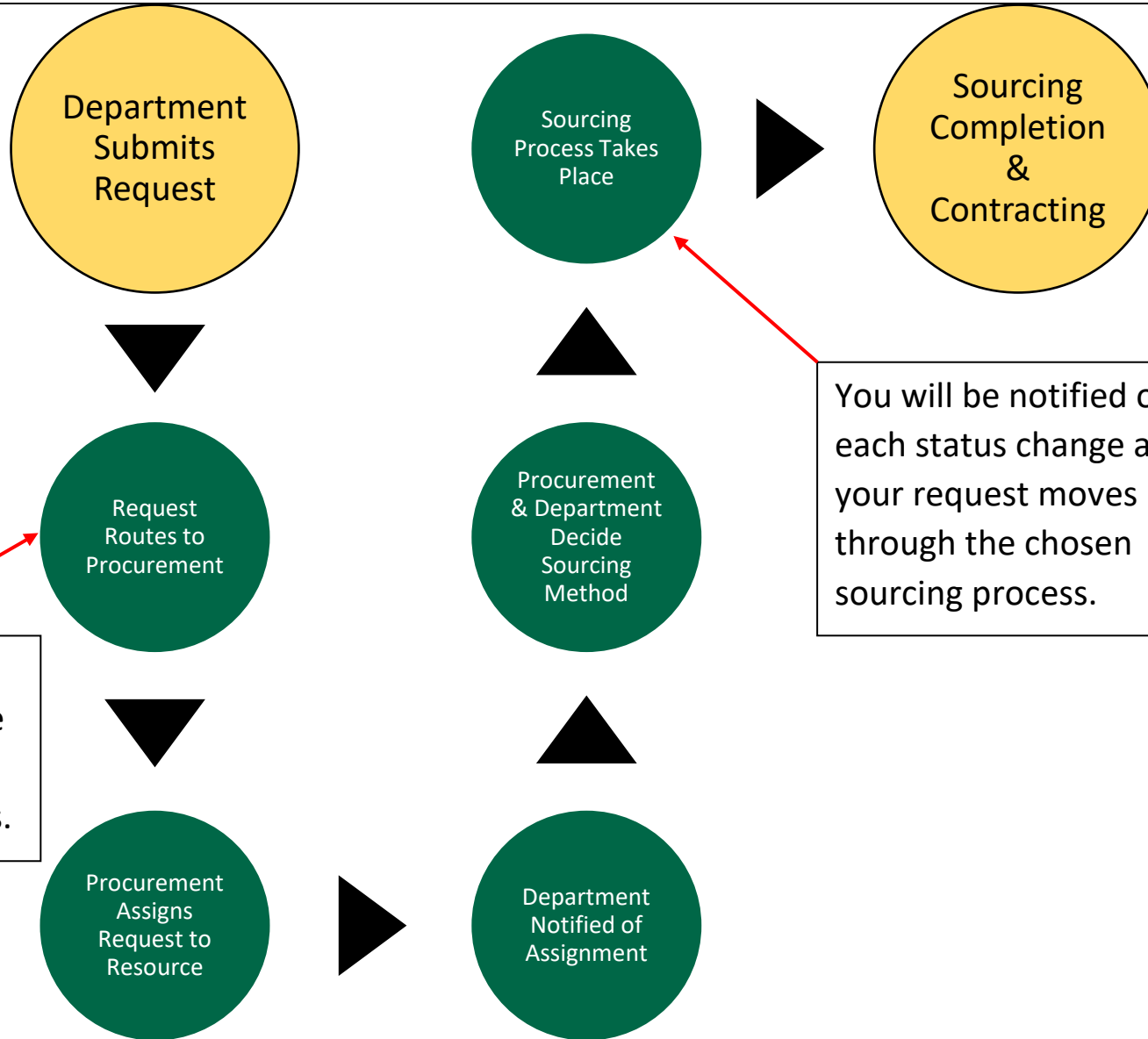
Send me a copy of my responses

Submit

Fill out the required information on the form to the best of your ability. This information will be reviewed by Procurement services who will assign a resource to assist your sourcing effort. Please note, the preferred sourcing method may not be a public solicitation.

Once complete you can choose to be emailed a copy of your responses and hit **“SUBMIT”**

Tracking Your Request



Your request is assigned a unique "Request ID" for tracking purposes.

You will be notified of each status change as your request moves through the chosen sourcing process.

Tracking Your Request

Contract Search

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[Check Sourcing Request Status](#)

From the Shopping Home Page, click here to access the external link to a Sourcing Request Status Report. Lookup your individual Request ID to check the status.

Please **NOTE**: Due to resource limitations it may take up to 10 days for a Procurement Resource to be assigned.

Tracking Your Request

Is it time to start a new Sourcing Request?



UCO Procurement via Smartsheet

To: Brienne Matier



During sourcing planning, your Procurement Resource will ask if you anticipate services to recur past the initial term of the contract resulting from the sourcing effort

If yes, a notification like this will be sent 270 days prior to the end date of the contract (including all renewal terms) as a reminder to submit a new sourcing request.

According to our records your Contract _____ related to your request for sourcing 2023-073 from is set to expire on 05/16/23. If these services/goods are still required, please submit a new sourcing request form to begin the sourcing process by copying and pasting the link below into your browser.

<https://app.smartsheet.com/b/form/3a42c4bb0cad4092be03fdab77d1ff66>

Short Description: _____

Past Event Number: _____

Sourcing Method: .. _____

Contract Number: _____

Contract End Date: _____