ASU Annual Request for Qualifications (ARFQ)
Yearly Update & Renewal Process

To ARFQ Vendor,

Each year, active ARFQ vendors will receive a renewal notification. Each vendor will access the site with the original email & password used when they uploaded their ARFQ submittal into the SharePoint site (reference “Setting up your AFRQ OpenID Email Guide”).

STEP ONE - Update:
Review ARFQ submittal and Vendor Contact Info in SharePoint site.
   a. If updating ARFQ submittal, resubmit document in SharePoint per instructions at Tab: 1-How to Submit, Part 2, No. 6.
   b. Update Vendor Contact Info (do not change the original company email)
   c. If no updates needed, go to Step Two.

STEP TWO - Renewal:
   a. Go to Tab 2-Vendor Contact Info, click on the company name;
   b. Click on Edit icon;
   c. Scroll to the bottom of the entry, check the year renewing, save, and you’re done. (do not need to attach renewal letter) Exit site.
   d. You have now acknowledged that your ARFQ information is accurate!

G-Mail users: If you have not logged into SharePoint since April 20, 2015 and cannot access the Site, you must re-authenticate as you did when you first came into the system. (You can still use your company g-mail.) When you gain access to the site again, re-enter your Vendor Information and ARFQ submittal. Do not delay the re-entry of your information once notified, so that we can re-activate your firm’s information for future projects.

This glitch occurred when Google made a change to their verification key for g-mail users. We apologize for this inconvenience, but will work with you to get your ARFQ back in!

Thank you,
Purchasing and Construction Services
construction@asu.edu