Dear ARFQ Vendor:

As an active ARFQ vendor, you will receive a yearly notification to update/renew your submittal. This update/renewal is due by February 28, 2017.

When updating/renewing, you are acknowledging that your submittal and firm information are accurate and ready for the CPMG project managers to evaluate and consider for new ASU projects. Please follow the below process:

- Go to SharePoint site: [https://arfq-openid.sp10.asu.edu](https://arfq-openid.sp10.asu.edu)
  - Enter the company email and password used with your original submittal.

- If updating ARFQ submittal:
  - Click Tab “1 - How to Submit” at the top of the page
  - Scroll down to Part 2. No. 6 and review instructions
  - Click Tab “3 – 2014 ARFQ Form” at the top of the page
  - Follow instructions
  - Then, go to Tab 2 – Vendor Contact Info

- If not updating ARFQ submittal, go to Tab 2 instructions below

- Click Tab “2 - Vendor Contact Info” at the top of the page
  - Click box under “Edit” heading
  - Update any company information (do not change the e-mail address, but you may updated “Other Email Address”)
  - Scroll to the bottom of the entry and check the renewal year
  - Click Save
  - Exit site

If your firm has not submitted qualifications under the ARFQ, follow the instructions on the bid board for the 2014 ASU Tri-University Annual RFQ.

Thank you,
Purchasing and Construction Services
[construction@asu.edu](mailto:construction@asu.edu)