

State of Alabama



Department of Finance
Office of the Comptroller
Montgomery, Alabama 36130-2602

TO: Track 1 Agency Accounting Contacts

DATE: August 3, 2015

SUBJECT: RFP Database, STAARS and Vendor Self Service

Act 2012-407 required the Division of Control and Accounts (Comptroller's Office) to establish a statewide database for each request for proposal (RFP) for public contracts by the State of Alabama. This database became effective January 1, 2013. With new STAARS implementation, all RFPs will begin in the financial portion of STAARS and will be posted in STAARS Vendor Self Service (VSS). However, by law the current RFP database **must** be maintained. VSS has been programmed to load all RFPs entered in STAARS to the current RFP data base on the Comptroller's web-site. After your agency RFP is loaded on the Comptroller's data base from VSS, your RFP number will become a link to VSS for interested vendors to view the specific RFP and details about each proposal.

Current Track 1 agencies will be required to load certain award elements on the Comptroller's Office data base that are in addition to information in STAARS. After the RFP in STAARS has a status of "award" the agency buyer for that particular RFP will receive an email alert to complete the award information on the Comptroller's RFP data base. Agency buyer will sign into the Comptroller's RFP data base and complete the additional information.

Please share this email with all employees in your agency who need this information. If you have questions, please contact Pam Harris at Pam.harris@comptroller.alabama.gov.

Sincerely,

Tom White

Thomas L. White, Jr., CPA
State Comptroller

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