ERP Update
A Message from Enterprise Resource Planning (ERP)

Dear Employees,

Today is the day to begin using the new RFA Forms. Simply access them through the Doc Library: **Mayor's RFA Forms** or the **ERP Employee Page**

Future access to the RFA Forms will also be available in TCM Self-Service. As we transition to the new RFA Forms, departments that already have an Excel version of an RFA in process may still submit the signed Excel version. *However, you **must** also complete the new web-form version (you do not have to obtain signatures a second time).*

Please take a moment to view the RFA Forms' instructional video: https://vimeo.com/245435579

Also, see the following timeline for the new RFA Forms.

Schedule for Mayor's Agenda New RFA Web Forms	
Date	**Activities**
Monday, Nov. 27	Start Using the Mayor's New RFA Web Forms
Wednesday, Nov. 29	Last Mayor's Agenda Scanned Into the Current Imaging System
Week of Dec. 4	The Supporting Documents for the Mayor's Agenda – Dec. 4 and Dec. 6 Will Be Available By Request at: **CityClerk@cityoftulsa.org**
Monday, Dec. 11	Access Begins for Citywide Tyler Content Management Self Service (TCMSS) *Desktop Icon Available

You can also check out the ERP Employee Frequently Asked Questions (FAQs) at **https://www.cityoftulsa.org/ERP** to help you understand some new terminology and the upcoming changes.