



Request for Proposals (RFP) Process

1 Identify Need

- Initial market research, potential suppliers
- Complete necessary pre-approvals (procurement plans, internal agency requisitions)
- Initial budget determination, review of existing contracts available
- Identify members of the development team

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Develop RFP

- Using the RFP template as a start, create requirements and special terms and conditions, establish evaluation criteria
- Develop market-appropriate cost/price sheet
- Generate potential bidders lists and conduct preliminary outreach
- Identify members of the evaluation committee and potential subject matter experts
- Create “shell” of RFP to fill over time

Optional:

- Request for Information
- Post draft RFP for vendor comment

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Issue & Manage RFP

- Using required systems (eSupplier/Strategic Sourcing or VendorNet), post the solicitation with all attachments and required forms
- Posting on systems will post to Public Notices site
- Solicit written questions from bidders, post answers
- Where necessary, post amendments to the solicitation in writing, notify bidders

Optional:

- On-site visit with potential bidders
- Bidder conference to answer questions, enforce instruction on RFP submittal

If the RFP is for services over \$50,000:

- Complete CBA (some exceptions apply)
- Ensure protest/appeals language is included in the RFP
- Include American Services requirements (some exceptions apply)

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Review, Evaluate, & Award

- Open proposals after the due date/time (public opening is optional for RFPs)
- On-time proposals reviewed for completeness, ensure all mandatory requirements are met
- Hold kick-off meeting with evaluation team members in accordance with Evaluation Kickoff Checklist; evaluation team completes initial scoring
- Procurement Lead reviews cost and assigns points as established in RFP document
- Facilitate scoring discussion with evaluators to review scores, make decisions about presentations, reference checks, demonstrations, Best and Final Offers
- Technical scores are added together with cost scores to determine a final score; proposals are ranked
- Apply MBE/DVB preference as needed
- Complete and have evaluators sign the Evaluation Committee Report
- Publish notice of intent (services) and notice of award (commodities)
- Fill any requests for records about the RFP, removing confidential/proprietary information

Optional:

- Clarifications of certain immaterial components of RFP responses can be made
- Any non-mandatory terms that a proposer did not accept as-is can also be negotiated

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Post-Award Activities

- Ensure official procurement file is complete
- Post award information in STAR or VendorNet
- Create contracts and/or purchase order as appropriate
- Report procurement activity as required on transparency sites (i.e., Contract Sunshine, OpenBook)

After intent to award notice for services RFPs:

- Be aware of deadline for protests to be submitted
- If protested/appealed, hold further action on award until resolved