

Step 3 - RFP(I)(Q) Issued

Once all parties are satisfied with the draft, your Sourcing Manager will release the bid to the public through email to a comprehensive bid list and shall post to our Procurement website for solicitations.

Members of the evaluation committee may NOT communicate with any suppliers about the RFP(I)(Q) once the bid has been released. If a vendor contacts a member of the committee, the vendor must be referred to the Sourcing Manager. Committee members shall not partake in any individual meetings, telephone conversations, emails or any other direct contact with vendors. You may only interact to operate regular business.

Step 2 - Draft RFP(I)(Q)

Your Sourcing Manager will develop a draft for the selection committee's review, feedback and desired changes.

Do NOT modify the draft without comments and notations, highlighting these changes.

Your Sourcing Manager is the project lead and liaison to remove risk. It is imperative to communicate through your Sourcing Manager to seek best value and efficiency for your need.

Step 1 - RFP(I)(Q) Development

The department requesting a purchase should fill out the Approval for RFP(I)(Q) Process Form. This form, once completed, will notify our department of the upcoming need and details the major activities necessary for the bid development. On this form, your department will:

- Confirm a signing authority has approved the requested RFP(I)(Q) spend for your need
- Provide the full scope and description of the good or service required; may need to detail historic or current information surrounding your need or offer important deliverables or requirements.
- Provide specific criteria for proposal evaluation
- Offer a timeline as to when the good or service is needed, including contract length if necessary.
- Answer compliance attestations, such as EIT, Data Security, Conflict of Interest and Procurement Terms exclusions.
- Provide a list of suppliers to invite to participate, including diverse suppliers if possible
- Identify evaluation committee members

Once your form is completed through our e-signature system it will auto-send to your appropriate Sourcing Manager. The Sourcing Manager will be in touch within the next few days to discuss prioritization, timeline and notable activities for your project's process. At this time, the Sourcing Manager will also discuss a draft.

You may still communicate with suppliers at this time.

Step 4 - Vendor Questions & Pre-Proposal Meetings

All questions from the suppliers and your committee members will go directly to your Sourcing Manager for consolidation and response. Your Sourcing Manager will post all questions and responses to our website as per the agreed timeline of activities.

Sourcing Manager will coordinate and schedule pre-proposal meetings with evaluation committee and Vendors.

Step 5 - RFP(I)(Q) Due Date & Evaluation

Upon close of the RFP(I)(Q), the Sourcing Manager will download all responses, review for completeness, and share with the evaluation committee.

Your Sourcing Manager will coordinate a committee meeting to discuss:

- Bid responses
- Committee scoring
- Which proposals can be eliminated from consideration
- Which proposals to consider finalists
- Scheduling presentations with finalists (if applicable)

The evaluation committee shall review the responses in a fair and equitable manner, members are required to perform the following tasks:

- Evaluate and analyze proposals against established evaluation criteria.
- Prepare an evaluation matrix based on the established evaluation criteria.
- Be prepared to answer questions, support the recommendation, and aid in defending the award.

Step 6 - RFP(I)(Q) Award & Contracting

Once a finalist is considered the winning bidder, the evaluation committee will prepare and present a formal recommendation to their Sourcing Manager.

The Sourcing Manager will release an award notification to all bidders through email and post to the Procurement website. Once the notification has been released to the public communication between the department and the bidder may resume.

The Sourcing Manager will then work with the supplier to develop and negotiate a final contract, using our e-signature system. Once a contract has been fully executed and a purchase order has been issued, the RFP(I)(Q) process is considered complete and product delivery or services may begin.

Upon final award, the members of the evaluation committee will receive an electronic survey from Procurement to review the RFP Process. We encourage feedback and suggestions to continuously improve our process and to better serve our university community.

After the RFP(I)(Q) process, any vendor requests for public record documentation shall be forwarded to the Sourcing Manager and processed through the Office of General Counsel.

The Request For Proposal (RFP) Process

