

AGENCY RESPONSIBILITIES for Expedited RFPs

(Agency Lead)

1. Coordinates the development of the RFP document

- Develop the RFP using the Expedited RFP Template and other reference material.
- Coordinates the project through the procurement process and fully executed contract.

2. Selection Committee Members

- Committee should include approximately 2-3 members.
- Committee may be selected from the requesting agency's division, their department, or other divisions.
- If requested, a Contracts and Procurement representative will attend meetings (not required) to provide procurement guidance and support, but will not score proposals.

3. Coordinates Receipt and Review of Proposals

- Distribute proposals and a copy of the RFP along with score sheets to selection committee members.
- Each committee member shall individually score the proposals following the evaluation criteria and rank them according to their total score.
- Discuss evaluation methodology with the committee to ensure that everyone understands the meaning of each criterion.
- The Agency Lead should read each proposal completely to guide the committee in their discussions.

4. Coordinate and Facilitate Selection Committee Meetings

- Serve as chair and facilitate all meetings.
- Ensure that each committee member reads, understands and signs a "Conflict of Interest and Disclosure Certification," gather signed statements from committee members to be retained by Contracts and Procurement.
- Coordinate committee review and discussion of individual scores to resolve wide scoring variances.
- The committee may see a need for additional information or clarification from one or more proposers on specific areas of their proposal. The Agency Lead is responsible for seeking minor clarifications from Contracts and Procurement who may then contact the proposer, if necessary, and allow the committee members to appropriately revise scores.
- The Agency Lead will conduct reference checks (if applicable) and fairly ask the same questions for each proposer.
- Collect score sheets from each committee member.
- If the Selection Committee determines interviews are needed, contact Contracts and Procurement to coordinate.

5. Schedule and coordinate interviews or demonstrations

Interviews may be scheduled to answer questions by the committee if needed. Contact Contracts and Procurement before moving forward. Contracts and Procurement will work with the Agency Lead to complete the following tasks and will attend the interviews.

- Call firms to schedule the interviews and schedule the same amount of time for each

proposer.

- Email questions ahead of time to those being interviewed.
- When all firms have confirmed they will attend the interview, send an e-mail to let the Committee Members know the times.
- Prepare clean score sheets per number of firms being interviewed.
- Prepare master score sheet listing those firms being interviewed.
- After interviews, collect all proposal copies from each Committee Member.

6. Best and Final Offer (BAFO)

The Best and Final Offer process is to encourage potential proposer to offer their best proposal by amending their original proposal, if needed. The Agency Lead will work closely with Contracts and Procurement to prepare a BAFO request.

7. Compile all evaluation-related documentation and send to Contracts and Procurement

- E-mail to award contract to top ranked firm.
- Individuals score sheets for each Committee Member.
- Signed Conflict of Interest for each Committee Member
- If applicable any other compiled evaluation-related documentation.

8. Debriefings with awarded or non-awarded proposers

A debriefing is only for the purpose of discussing the RFP process. It is not for discussing the proposals or scoring of proposals. If an Agency Lead receives a request for a debriefing, they will work closely with Contracts and Procurement to respond.