

Expedited RFP process:

Update: Sept 2014

For services or products between \$5,000 - \$50,000

The expedited RFP process allows for a shorter advertising period – Minimum 5 calendar days

1. Agency enters/approves requisition and attaches the following information:
 - RFP and additional exhibits (if applicable)
 - Suggested suppliersApproved requisition is agency's approval of budget and the RFP document and exhibits
2. Agency forms a Selection Committee of typically 2-3 people.
3. RFP will be published through BidSync with emailed invitation sent to all suggested suppliers. Proposers will submit their proposals electronically through BidSync.
4. After the proposal close date, Buyer will prepare a scoring packet with the proposals received, score sheets and Conflict of Interest Statement and forward to the Agency Lead. Agency Lead will forward to the Selection Committee.
5. Selection Committee scores the proposals and ranks on master score sheet.
6. Agency Lead will email to the Buyer the following for Buyer review:
 - Recommendation of award
 - Scanned Score Sheets
 - Signed Conflict of Interest Statements
7. Buyer will post award in BidSync – BidSync sends a notice to those firms who submitted a proposal.
8. Buyer prepares standard form Expedited Agreement and emails to awarded supplier for signature.
9. A copy of agreement and exhibits is emailed to Agency Lead along with any other agency notifications required when the agreement is emailed to recommended awarded supplier.