

*This Expedited Request for Proposals (RFP) Development Worksheet has been prepared to provide key information required to develop an Expedited RFP. By completing each section in sufficient detail, Contracts and Procurement will be able to create an Expedited RFP document that meets the Procurement Code and contains all of the required elements of an Expedited RFP.*

*This document is intended as a development tool only. You are strongly encouraged to work closely with the Division of Contracts and Procurement and the attorney assigned to your agency throughout the process.*

*The RFP is an official statement to suppliers about the service/product required. More importantly, it is the foundation upon which the agency and supplier relationship is established. Therefore, information provided under each heading should be carefully crafted to get the best quality service/product from a qualified firm.*

*Please fill in the variable information specific to your requirements. It is important that the information is explained in sufficient detail to allow the reader (proposer) to understand the requirement and respond appropriately.*

*Please make sure that the answers to each of the following questions are addressed as though you are talking to the vendor community. Upon completion, Contracts and Procurement and your agency will review and discuss the RFP document and make appropriate changes and additions prior to publication.*

*Helpful hints in preparing the RFP:*

* *The best RFPs are those that are written with the end in mind. Preparing a draft of the evaluation criteria first is helpful in writing the scope of work.*
* *Utilizing your evaluation committee to finalize the criteria and RFP helps in streamlining the evaluation process.*
* *Remember that the main purpose of an RFP is to identify the problem and allow the vendor community to propose a solution. If you are able to clearly identify the specifications and all requirements, the Request for Bids (RFB) or Request for Bids with Resulting Contract (RFC) process may be the more appropriate procurement tool. Discuss all options with Contracts and Procurement.*

**Request for Proposals (RFP)**

**Required Information Worksheet**

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| **Contact Information** | |
| Requesting Agency: |  |
| Contact Person: |  |
| Email: |  |
| Phone: |  |

*Please complete the following sections to assist in developing your Expedited RFP solicitation document. Submit the completed development document attached to an approved requisition for Contracts and Procurement to begin work on the RFP.*

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| 1. **What is the purpose of the Expedited RFP?**   *Provide a brief description of the RFP to acquaint potential Proposers with the general reason for the RFP so that they can decide whether to submit a proposal.* |
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| 1. **What is the length of the resulting contract? Remember, an Expedited RFP cannot exceed $50,000 over the term of the contract.**   *Generally a new RFP solicitation should be re-issued every 6 years.*  *Please answer the following considerations:* |
| * *Do you know the length of the contract, or will you be requesting proposers to provide a schedule and timeframe?* |

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| 1. **Provide a complete and detailed scope of work and tasks to be completed:**   *The purpose of the scope of work is to define correctly, clearly, concisely and completely all the obligations of the parties with respect to the effort to be performed. This section of the RFP is very important. If appropriately done it will produce responsive proposals and ease the task of managing the project/contract. The scope of work needs to include an accurate and detailed description of the essential and technical requirements that the proposer must meet. The scope of work is: (1) what the proposer is expected to be able to do, (2) what the agency agrees to do, (3) instructions to the proposer, (4) the specifications that will form the basis for the contract.*  *The scope of work might include details such as: services or work to be performed; timeline for completion of work; how and where work is to be performed; procedures to be followed; safety and liability issues; any specific requirements; any limitations; etc.*  *If the scope of work is not fully developed and the RFP is seeking a solution from the Proposer, provide sufficient information to describe the need and priorities to allow flexibility for the Proposer to use their expertise to propose a unique, innovative solution or course of work.* |
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| 1. **Do you have specific mandatory requirements or minimum qualifications the proposer must meet in order for their proposal to be considered? If so, please provide a detailed list of all mandatory requirements or minimum qualifications that must be demonstrated in the written proposal response:**   *Examples include: minimum qualifications, minimum number of years of experience, financial statements, certifications or licenses, references, resumes, insurance, bonds, etc. Caution; if you list any mandatory or minimum requirements, be aware that the evaluation committee must reject any proposal not meeting those requirements.* |
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| 1. **List the date you expect services to begin:** |
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| 1. **What is the total budget available for this contract? (The contract cannot exceed $50,000)**   **Do you want the budget disclosed in the RFP?** | **$**  **YES  NO** |
| 1. **ARPA Funding:**  |  | | --- | | **Yes  No** |  1. **ARPA Funding Notice:**  If ARPA Funding is applicable, the ARPA requirement rider will be attached to the resulting contract. | |

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| 1. **Do you have additional exhibits to be included as part of the RFP, such as a pricing schedule, maps or photos?** |
| **YES  NO**  **If yes, please attach as a separate document. Please ensure that the attachments do not contain protected information.**  Other Information (optional): |

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| 1. **What are the evaluation criteria that will be used to evaluate and score proposals? List the criteria in order of importance.**   *Evaluation criteria are the factors an agency uses to determine which of the competing proposals submitted in response to the RFP best meets the agency's needs. In establishing effective evaluation criteria, an agency must clearly identify the factors relevant to the agency’s needs and then prioritize or weigh these factors according to their importance in satisfying the agency's needs. Create a list of the important evaluation factors. This list will assist you in developing the scope of work.* |
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| 1. **Selection Committee Recommendations.** *Selection committees for expedited RFP’s should be limited to between three (3) or five (5) members that include the agency lead, one or two end users and one or two subject matter experts. Provide a list of no more than five (5) potential selection committee members that may be appointed by Contracts and Procurement. All selection committee members shall be able to impartially review and score the submitted proposals. Committee Members are charged with carefully evaluating each proposal. Members must have a firm understanding of the RFP and the criteria pursuant to which proposals are to be evaluated. Committee members must be able to rank proposals consistent with those criteria.**Include email addresses.* |
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| 1. **List of Potential Proposers.** *Provide a list of potential proposers and that could respond to the RFP. Include email addresses.* |
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