

RFP Pre-Development Meeting

_____ Discuss Agency Project Lead Person's Responsibility and Procurement's Role

_____ Discuss outcomes to service – Mindfulness about the true intention

- How many people will be affected?
- What communities will benefit?
- How will this service make the environment healthier?

_____ Review the RFP Development Worksheet

_____ Does the Agency have any Exhibits that need to be part of the RFP?

_____ Discuss scoring menu and customize to the RFP needs and outcomes

_____ Discuss references scoring

_____ Discuss Program Proposal page limit

_____ Has Agency Lead asked Committee Members to participate? C&P will send Outlook meeting notices.

_____ Verify requisition was entered and approved in the PeopleSoft System

_____ Has the Agency DA provided input yet?

_____ Discuss project timeline and meeting needs:

- Pre-proposal meeting date and County staff to invite
- Buyer and Agency Lead evaluate pricing
- Pre-score meeting (especially for software and committees with non-county people)
- Committee meeting to evaluate proposals
- Committee meeting to prepare interview questions and interview agenda
- Interview time slot