

RFP Pre-Development Meeting

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

- _____ Review the RFP Development Worksheet
- _____ Does the Agency have any Exhibits that need to be part of the RFP?
- _____ When discussing question 2 - 30% minimum weight rating for pricing
- _____ Discuss proposals page limit
- _____ Has Agency Lead asked Committee Members to participate? C&P will send Outlook meeting notices.
- _____ Requisition was entered & approved in the PeopleSoft System with the development worksheet attached
- _____ Discuss project timeline and meeting needs:
 - Pre-proposal meeting
 - Buyer and Agency Lead evaluate pricing
 - Pre-score meeting
 - Committee meeting to evaluate proposals
 - Committee meeting to prepare interview questions and interview agenda
 - Interview time slot