# RFP FLOWCHART

**Salt Lake County RFP Process**

## RFP Development and Advertising

1. -AGENCY- Drafts RFP Development Worksheet process begins

2. -AGENCY- Enters requisition into PeopleSoft & attaches RFP Development Worksheet

3. -C&P- Assigns buyer

4. -BUYER/AGENCY- Develop RFP document. Determine meetings and schedule

5. -BUYER- Finalizes RFP document

6. AGENCY/C&P inform ATTORNEY, and shall inform if over $100,000

7. DEPT DIRECTOR/ ELECTED OFFICIAL Approval

8. -BUYER- Notifies Div/Dept Director, Attorney and Mayor of RFP

9. -BUYER- Sends meeting requests to committee members to advertise solicitation

POST SOLICITATION *(min 20 Days)*

11. -SUPPLIER- Asks questions through bid notification system

12. -BUYER & AGENCY- Answers questions

## Proposal Review and Award

PROPOSALS RECEIVED

13. -BUYER & AGENCY LEAD- Send proposal packets to committee members or distributes at pre-score meeting

14. -BUYER- Posts proposal received

15. -BUYER & COMMITTEE- Reviews Proposals

16. -AGENCY LEAD/ BUYER- Completes Pricing Analysis and Score

17. -COMMITTEE- Submits score sheets to buyer

18. -BUYER & COMMITTEE- Committee Meeting

19. -BUYER- Verifies score sheets and ranks on master sheet

20. -BUYER- Sends notice of interview letters and sets up meetings with proposers

21. -AGENCY LEAD- Compiles interview questions, submits to Buyer for review

BEST AND FINAL OFFER

23. -BUYER & COMMITTEE- Interviews & Final Scores

24. -BUYER- Verify score sheets. Rank on master score sheet.

25. -BUYER- Prepares Award recommendation letter for Mayor

26. -BUYER- Posts approved award

29. -BUYER- Prepares award/non-award letters. Sends Supplier Management form to awardee, if needed.

## Contract Preparation

32. -C&P- Starts Contract Process

31. -SUPPLIER- Signs agreement and returns to County

30. -AGENCY- Reviews agreement, sends to supplier for review & signature

29. -ATTORNEY- Prepares agreement. Sends contract to Agency & copy to Buyer for review

28. -BUYER- Responds to GRAMA requests, ensures protected information is redacted

27. -BUYER- Prepares contract packet for Attorney

Revised 03-2018