

State Procurement Manual

DOA-3449 N(R06/94) Formerly AD-P-12

		Number PRO-C-12
		Effective 8-1-05
Section THE PROCUREMENT PROCESS	Agencies Affected ALL	Replaces 3-1-00
Title COMPETITIVE NEGOTIATION (REQUEST FOR PROPOSAL)		Page 2 of 5

2. A score sheet containing a detailed breakdown of the criteria to be used in evaluating the proposals. The score sheet format should reflect the requirements as stated in the RFP and should contain the range of points available to subjectively score each element.
3. A list of potential proposers.
4. A list of evaluation team members and their titles. Identify which member or person advising the committee is trained in the request for proposal process.

B. The agency conducts the RFP process as follows:

1. For an RFP for services over \$25,000, the agency will notify the appropriate labor organization(s). See PRO-I-9, Compliance with Collective Bargaining Agreements/Notification of Labor Organizations.
2. When the cost of purchase is expected to be over \$25,000, the agency will advertise the procurement. See PRO-C-6, Legal/Public Notice.
3. Proposals are opened at the time and date specified. RFP openings may be open to the public. The names of the proposers may be read aloud and a written record is established. Proposals need not be evaluated at this time, nor awards announced. A summary of information disclosed at the RFP opening is made available to the public upon request as soon as practical after the opening unless competitive or bargaining reasons dictate that the information should not be made public at that time. Materials submitted for the RFP process may not be available for public inspection before the notice of intent to award is issued or, in the case of RFPs for commodities and for RFPs \$25,000 or less, before the contract is awarded. See PRO-D-23, Public Records Access.

Authorized:



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State Bureau of Procurement

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4. The evaluation committee reviews the proposals and scores each according to the criteria established in the RFP. The committee then meets to discuss their individual evaluations of each proposal; and to determine any need for interviews, on-site reviews, etc., of the top group of proposers.
 5. The agency will state in writing the reason for the award and place the statement, as well as supporting documentation (RFP, evaluation committee proceedings, results), in the contract file.
 6. The specifications listed in the RFP will correspond to the specifications that appear in the resulting contract. Any major deviation from original specifications in the resulting contract is grounds for withdrawal of procurement authorization.
- C. The agency purchasing office maintains a register which is open to public inspection; it includes the RFP, identifies the commodity or service, and names the individual drafting the proposal.
- D. PRO-C-12 does not apply to the purchase of stationery or printing. See [PRO-C-18](#), Printing Procurements.
- IV. Recordkeeping:
- A. The following information is retained for each RFP:
1. The name of the individual responsible for the transaction
 2. The original RFP document
 3. A copy of any addendum
 4. A copy of any notice published to advertise the RFP or a specific cross-reference to a legal notice file, or a hard copy of a posting on the Internet

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5. A list of proposers with small, veteran-owned, minority businesses and work centers identified
 6. An abstract of the proposals received
 7. Original RFPs submitted by proposers and evidence, such as a date and time stamp, that RFPs, including those submitted by fax, were received on time
 8. Unopened late RFPs or a listing of any late RFPs returned to proposers
 9. Reason(s) for rejection of any proposals
 10. Justification for any higher scored proposals rejected
 11. In the case of tied RFPs, basis for award
 12. An indication of the name(s) of successful proposer(s)
 13. A statement of the application of life cycle costing options, reciprocity, minority bidder preference, and "Buy American" preference, where pertinent
 14. A copy of the notice of intent for RFPs for services over \$25,000
 15. Any complaints or appeals filed
 16. A copy of the notice to the appropriate labor organization(s) for RFPs for services over \$25,000
 17. Other pertinent records as dictated by the transaction
- V. See also [PRO-I-13](#), Appeals Process—Contractual Services, and [PRO-C-37](#), World Trade Organization Government Procurement Agreement.

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VI. For applying minority preference to RFPs, see [PRO-D-1](#), Minority Business Enterprise Policy.

[Sample RFP](#)
[Sample RFP - DP/Hardware Riders](#)

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