

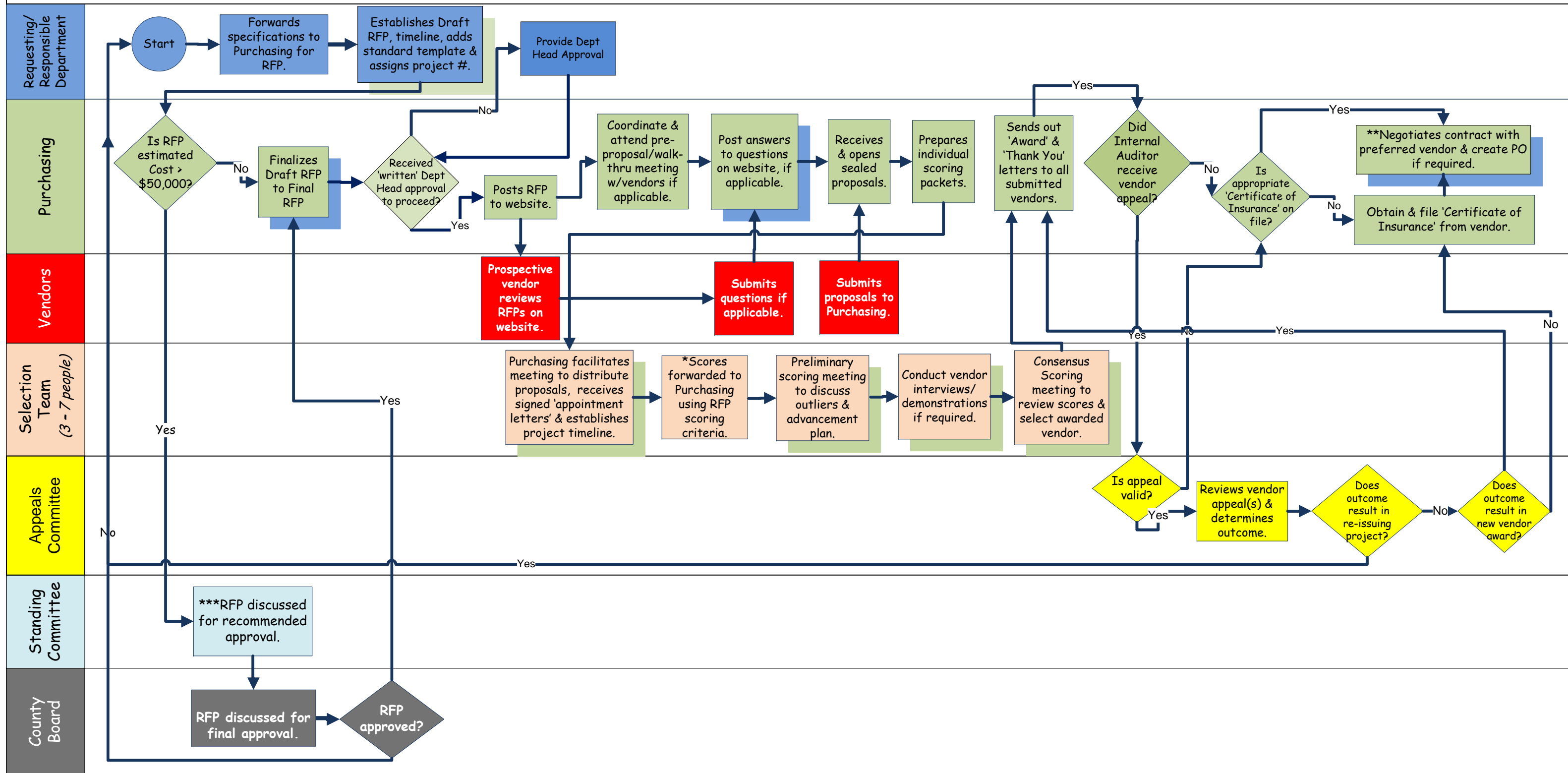
Purchasing - Request For Proposal (RFP) Process

Last Revision Date: 1/27/2014



Definition: A RFP is a structured purchasing decision process used to determine source selection when price is not the only factor.

The process uses five to seven weighed factors used to evaluate proposals by a selection team resulting in an unbiased vendor selection.



*Examples of Possible Source Selection Criteria Choices: Cost/Price, Experience, Organizational/Staff Capabilities/Qualifications, Project Approach, Project Schedule/Work Plan Qualifications of firm/staff, Quality/Clarity References, Responsiveness of Proposal, Responses to information sheet, Scope of Work, Service/Support. References

**At this step the RFP information/results are available to the public through 'and open records request'.

***Standing Committee is the Administrative Committee for Multi Departmental RFPs