



## The Request for Proposal Process



1. The Initiating Department determines that a service is required, and that funding *is available*.
2. The Initiating Department prepares the Scope of Work.
3. The Scope of Work and request to procure is submitted to the Purchasing Department.
4. The Purchasing Department establishes a project file and assigns the appropriate NIGP commodity code to be utilized for the Bidder List (see #9 below).
5. The Director of Purchasing determines in writing whether an Invitation to Bid (ITB), Request for Proposals (RFP) or Request for Qualifications (RFQ) will be used as the solicitation document. The rationale for the decision is documented by completing the form entitled "Memo to File/Determination of use of RFP rather than ITB".
6. The Evaluation Team (ETeam) members are identified, and invited to participate in the selection process. Usually the ETeam is comprised of the Initiating department, technical experts, interested parties, stakeholders, persons with special expertise regarding the subject matter, and PSC's Equity Officer.
7. Purchasing prepares the first draft of RFP/RFQ and sends to the Initiating Department and members of the ETeam for their review/comment.
8. A dedicated WebSite is prepared and uploaded to Purchasing's website. The website is used as "communications central". All pertinent documents/information are posted.
9. A first draft of the list of proposers to be invited to participate (Bidders List) is prepared. Input is received from the Initiating Department and others, as appropriate. Firms who have submitted a Vendor Registration Form with the commodity code appropriate for the procurement are included in the Bidder List.
10. The initial Bidder List is finalized.
11. The procurement schedule is finalized.
12. The RFP/RFQ document is finalized and approved for distribution.
13. An advertisement is sent to the Polk County Democrat, and other publications as deemed appropriate. The advertisement is also posted on the bulletin board located in the Purchasing Department, and made available on the dedicated website.
14. The RFP/RFQ document and other information are posted to the dedicated website.
15. The Purchasing Department EMail notification and the hot-link to the dedicated website to all firms on the Bidder List, so that they can download the RFP/RFQ and submittal documents.
16. The Purchasing Department contacts firms whose EMail were undeliverable. The Bidder List is updated, and the EMail re-sent to those firms.
17. A hard-copy of the RFP/RFQ is mailed to proposers who were unable to download the document.
18. A Pre-Proposal Conference is held. This is the forum for prospective proposers to ask questions directly of the subject matter expert, learn about the RFP/RFQ process, suggest changes to the RFP/RFQ documents discuss the Scope of Work, and understand the requirements for responsiveness.
19. Addenda, if any, are issued.

20. Questions are accepted throughout the process, until approximately one week before the due date. Questions must be submitted via EMail to [wgeltch@polk.edu](mailto:wgeltch@polk.edu) . The Director of Purchasing will respond via EMail. Questions/Answers of general interest will be posted to the FAQ page at the dedicated website.
21. Proposals are received at the Purchasing Department, on or before the due date/time (see page 1 of the RFP/RFQ). Late proposals are rejected and not evaluated by the ETeam.
22. A list of the proposals received on-time is posted to the dedicated website.
23. Proposals become public record 10 days after receipt, or upon determination of recommendation of award, whichever comes first.
24. Responsiveness (i.e.; whether or not the proposer has complied with the basic requirements of the RFQ/RFP document) is determined.
25. The ETeam meets to discuss the proposals and short-list, or determine recommendation of award.
26. The proposals are scored in accordance with the evaluation criteria/weights in the RFP/RFQ. No information, other than the written submittal, may be taken into consideration.
27. Short-listed firms are contacted and invited to present. The list of short-listed firms is posted to the dedicated website.
28. If utilizing the CCNA process (in accordance with FS 287.055), at least 3 firms are short-listed and invited to give an oral presentation.
29. The Purchasing Department performs a reference check, and tabulates the written responses. A synopsis of the references, including verbatim written comments, are provided to the ETeam for scoring during the oral presentations.
30. Oral presentations are held on the day as shown in the RFP/RFQ. If the schedule must be revised, the revised date is posted to the dedicated website.
31. The ETeam determines the recommendation of award immediately following the oral presentations.
32. The Director of Purchasing prepares a written recommendation for award/ranking to PSC's President, who may accept or reject the recommendation of the Evaluation Team. The recommendation of award is for the firm which receives the highest score in accordance with the evaluation criteria published in the RFP/RFQ, and as revised via Addenda or via notice to the short-listed firms.
33. If the contract price is, or is expected to be, over \$325,000 then the award must be made by the District Board of Trustees.
34. Award is made by the President or DBOT.
35. The contract is negotiated, finalized, and sent to the contractor for signature.
36. Insurance and bonding documentation is received and approved.
37. The contract is fully executed with two originals executed. One is sent to the contractor. One is retained in the Purchasing Department. A copy is provided to the PSC Initiating Department/Contract Administrator.
38. The notice of award is posted to the dedicated website.
39. The Director of Purchasing is available for debriefing, by appointment.