

REQUEST FOR PROPOSALS (RFP)

WHAT IS A REQUEST FOR PROPOSALS?

An RFP is a formal competitive solicitation for the purchase of goods and/or services, where factors other than price are to be considered in the award determination. These factors may include such items as vendor experience, project plan, design features of the product(s) offered, scope of services, etc. Negotiations are limited in the RFP process and may only take place with the vendor(s) recommended for award.

WHEN IS A RFP USED?

An RFP may be used when the total cost of the goods and/or services exceed \$75,000.00 and the award decision is not being made on lowest price alone. Examples of procurement needs that may fall under this format include: software purchases, acquiring consultants and catering services.

END-USING DEPARTMENT IS RESPONSIBLE FOR:

- Submitting a requisition for the purchase;
- Developing the specifications/requirements for the goods and/or services;
- Determining what information will need to be provided by vendor in order to evaluate the proposals;
- Developing and defining evaluation criteria to be utilized in the evaluation process;
- Determining negotiation points to reserve for negotiations;
- Developing initial timeline requirements, including possible Pre-Proposal Conference requirements;
- Developing a list of known vendors that can be reached out to by Purchasing department with notice of the RFP's availability;
- Establishing members for the Evaluation Committee.

PURCHASING IS RESPONSIBLE FOR:

- Working with end-using department to finalize evaluation criteria, proposal requirements and timeline;
- Scheduling Pre-Proposal Conference, if applicable;
- Finalizing RFP document for advertisement;
- Assisting end-using department in developing a list of known vendors that be reached out to with notice of the RFP's availability;
- Advertising solicitation, posting on website(s) and sending it to known vendors;
- Scheduling opening of RFP;
- Conducting opening all sealed proposals on scheduled Opening date.

EVALUATION REQUIREMENTS:

- The Evaluation Committee shall be comprised of a minimum of three (3) members and a maximum of seven (7) members;
- A Purchasing representative will facilitate the evaluation process;
- All Evaluation Committee meetings are public and must be posted on the Public Meetings section of the Purchasing website at least seven (7) days in advance of each meeting;
- The Committee must assign a minute taker to be present at the Evaluation Committee meeting(s) and take minutes using the appropriate meeting minutes template (available in the Forms section of the Purchasing website).

EVALUATION PROCESS:

- The Evaluation Committee reviews and evaluates the solicitation responses according to the evaluation criteria and points outlined in the RFP and develops a ranked order of vendors.
- FIU may request vendor presentations, oral interviews, additional written information, internal staff analysis and presentations, feedback from outside consultants, and/or any other information at any time during the Evaluation process in order to more fully evaluate the vendor. Further, the Evaluation Committee may decide to create a shortlist of vendors. The Evaluation Committee may request additional information from this shortlist rather than doing so from all vendors. At its discretion, the Evaluation Committee may reevaluate the solicitation responses of all vendors or the shortlisted vendors, taking into consideration the additional information obtained, in order to determine a final ranked order of vendors.

FIU has the right to inspect the vendor's facilities at any reasonable time after giving vendor prior notice for purposes of evaluating the vendor.

- If negotiations are necessary, FIU will invite the highest ranked vendor (if awarding to several vendors, FIU will negotiate with the highest ranked vendors) falling within the desired competitive range to enter into negotiations and will negotiate with the vendor(s) in an effort to reach a successful conclusion.
- Note, if FIU is awarding the contract to only one vendor, and a successful conclusion cannot be reached with the highest ranked vendor, the negotiations with the highest ranked vendor will be terminated, and the FIU may enter into negotiations with the next highest ranked vendor, and so on until a successful conclusion to the negotiations is reached.
- The recommendation of the Evaluation Committee will be submitted to the Director of Purchasing, along with the final agreed upon terms, for review and approval and to the designated decision maker for a final decision regarding award. The University Official considers the Evaluation Committee's recommendation and final agreed upon terms, as applicable, and determines which vendor(s) to enter into a Contract with.

AWARD AND CONTRACT PROCESS:

- If an award is made as a result of the RFP, an Intent to Award will be posted to the Purchasing website for seventy-two (72) hours once the decision maker makes the final decision;
- A Purchasing representative will prepare the final contract documents and forward them to the Office of the General Counsel for review and approval;
- A Purchasing representative will obtain the necessary signatures on the approved contract and distribute a fully executed copy of the contract to the vendor and end-using department.

ESTABLISHING AUTHORITY:

BOG 18.001

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