

REQUEST FOR PROPOSALS (RFP)

WHAT IS A REQUEST FOR PROPOSALS?

A competitive solicitation for goods 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, etc.

WHEN IS A RFP USED?

When the total cost of the goods or services will exceed \$75,000.00 and the award decision cannot be made on lowest price alone.

USING DEPARTMENT IS RESPONSIBLE FOR:

- Developing the specifications/requirements for the goods or services
- Determining what information will be needed to make decision
- Developing evaluation criteria to be utilized, as well as negotiation points
- Developing initial timeline requirements, including possible Pre-Proposal Conference
- Establishing members for evaluation committee

PURCHASING IS RESPONSIBLE FOR:

- Developing general conditions of RFP package
- Working with using department to finalize evaluation criteria and timeline
- Schedule Pre-Proposal Conference, if required
- Coordinate makeup of final RFP document
- Advertise solicitation, if required, and post on website
- Coordinate issue/mailing of RFP document
- Place RFP opening date and time on centralized calendar

EVALUATION PROCESS:

- Evaluation Committee will be minimum of three (3) and maximum of seven (7) members
- Purchasing representative manages process.
- All evaluation meetings are public and must be posted on the official electronic bulletin board electronically seven (7) working days in advance of the first meeting.
- Formal minutes taken at all committee meetings by requesting department representative or designated committee member for file documentation
- Committee members/Purchasing representative are able to pose questions/request clarifications of vendors in written form
- Evaluation criteria used to short list and/or make final recommendation based on scores assigned by committee members for the evaluation

- criteria in RFP document. May negotiate with one or more vendors based on negotiation points listed in RFP document
- Award recommendation posted by Purchasing for 72 hour protest window on official bulletin board electronically (finance.fiu.edu/purchasing)
 - Award Letter sent to selected vendor after posting period by Purchasing
 - Purchasing prepares final contract documents and forwards to General Counsel for review and approval
 - Three (3) sets of contract documents sent to successful vendor for signature, and when returned, are executed by University official (Director, Vice-President, Chief Financial Officer, Provost or President, depending on delegated signature authority limits. See Purchasing Website)
 - Copy of fully executed agreement returned to vendor, one original filed with Purchasing with the third set sent to originating department

ESTABLISHING AUTHORITY:

F.A.C. 6C8-7.030