UNIVERSITY SYSTEM OF GEORGIA

Request for Proposals (RFP)

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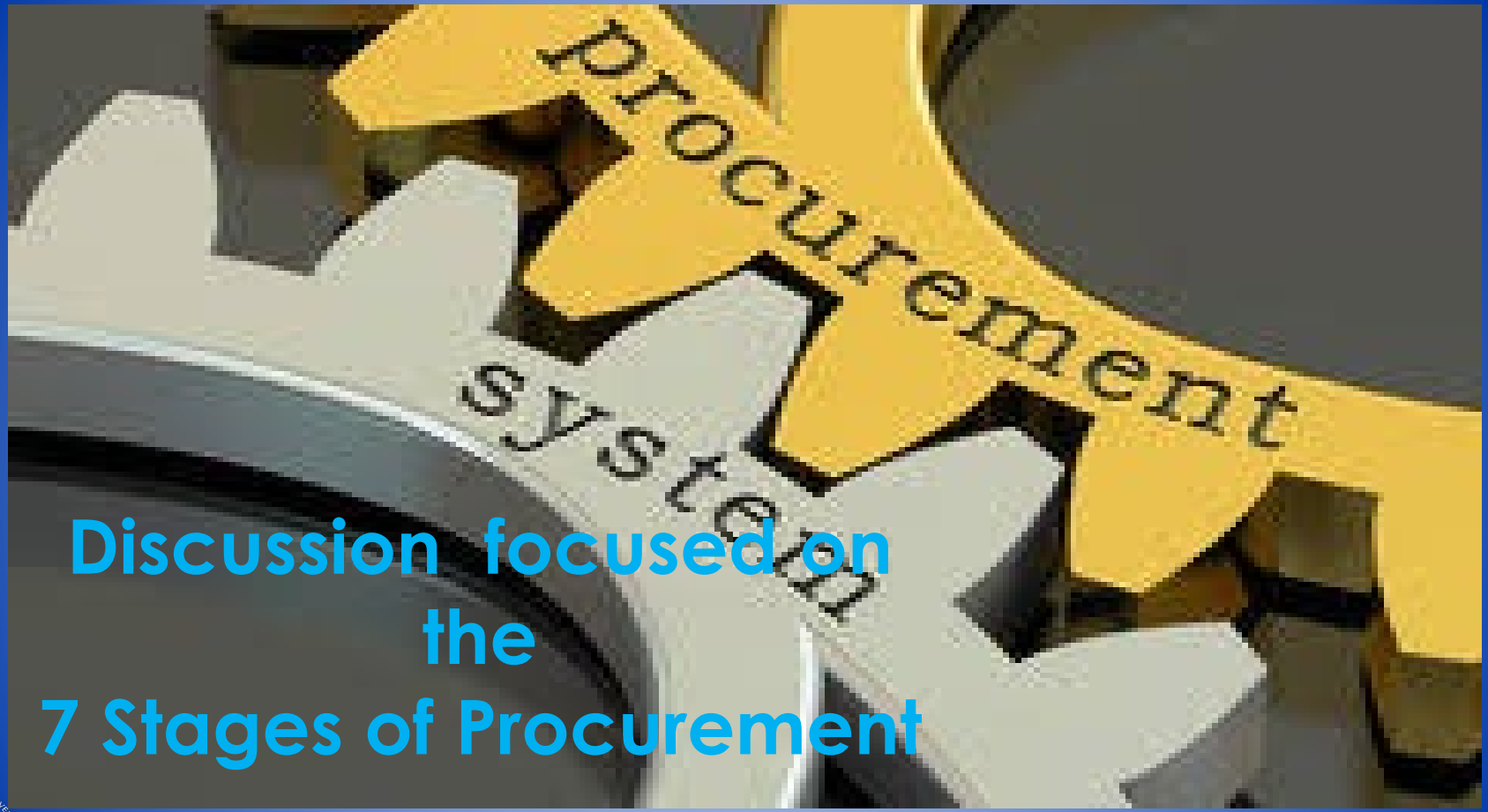


Discussion focused on the 7 Stages of Procurement

2.4.2. Request for Proposals

A Request for Proposals (RFP) is a formal solicitation method that seeks to leverage the creativity and knowledge of business organizations in order to provide a solution to a unique procurement

The state entity should use an RFP if the end user wishes to evaluate the experience of the supplier and the quality of the supplier response to either a clear and accurate statement of work or to identify a supplier who can offer the best possible solution to the state entity's identified needs.

Stage 1: Need Identification

- Fact Finding
- Review Order of Precedence
- Statewide/USG Waivers
- Piggybacks
- Consortiums

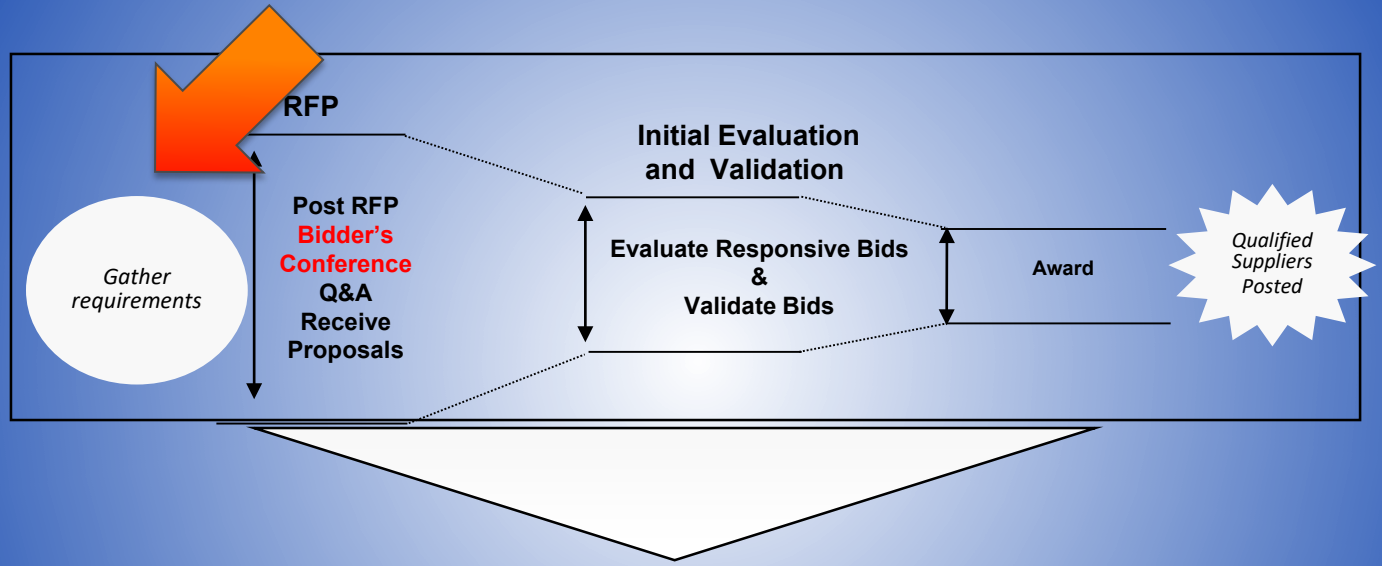
Stage 2: Pre-Solicitation

- Project Plan/Timeline
- Budget Approval (Purchase Requisition)
- Procurement Availability/Ability
- Research/Market Study
- Stakeholders
- DPA and other Approvals
- Confidentiality Statements

Stage 3: Solicitation Preparation

- RFP Development Team
- Evaluation Team
- Department Project Lead
- Core Product Prepared
- RFP Kick-Off Meeting
- Confidential Statements
- Contract Control Measures

Where are we in the Process?



Stage 4: Solicitation Process

- Offeror's Conference
- Agenda
- Questions & Answers
- Communications

Stage 5: Evaluation Process

- Administrative Review
- Evaluation Kick-off
- Individual Evaluations
- Validation Meeting
- Presentations/Demonstrations
- Cost Worksheets
- Negotiations
- Contract exceptions
- Debriefings

Stage 6: Award

- Documents Reviewed and Ready
- Protests
- Notice of Intent
- Notice of Award

Stage 7: Contract Process

- Contract Kick-Off
- Evaluations
- Renewals
- Terminations
- Internal Audits

The Procurement has not ended, it's just beginning! The end result is a direct reflection of the Issuing Officer and the department…

Questions
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