Request for Proposal (RFP)

Updated 10.7.2014

Primary Dept Contact
- Initiates SAIT tickets and prioritizes dept’s SAIT projects if needed; Request for RFP sent to buyer
- Determines specifications – Required/Mandatory and Preferred; determines evaluation criteria, supplier questions and weighting, determines evaluation committee members, determine key dates; Schedules meetings, A/V, rooms for internal meetings, supplier site visits, demos, presentations and evaluation committee discussions
- Communicates vendor rep contact information for vendors would like to invite to bid, if known
- Answers questions related to the bid as Subject Matter Expert for buyer if needed
- Department given an average of two weeks to score the bids, using vendor RFP responses without viewing vendor pricing during the quality point scoring process
- Evaluation committee completes second round of scoring
- Implements contract in department

Buyer
- Initiates meeting with the requestor to determine department primary contact, discuss specifications, determine timeline
- Researches additional vendors to invite to bid, contacts all vendors and invites to register with the SRS online bidding tool
- Creates RFP in the SRS bidding tool, using the specs, meeting dates and evaluation criteria; Posts the bid
- Main point of contact for all supplier questions, responds to supplier questions with SME from department
- Retrieves bids from the site and compiles supplier proposals. Provides anonymous summary to department for scoring
- Top suppliers are given a tour of the site or invited to give a demo or presentation, if part of the bid process
- Respond to all SAIT questions and successfully resolve any issues
- Negotiates with top supplier and department, creates contract, signs/counter signs, makes award public
- Periodically reviews with Primary Dept Contact & Supplier regarding contract, process improvements
- Contract Review & Process Improvements

Supplier
- Suppliers register with SRS bidding tool
- Bid Emails to Suppliers and Suppliers submit questions
- Suppliers submit bids
- Respond to all SAIT questions and successfully resolve any issues
- Suppliers register with SRS bidding tool

SAIT

SAIT Security Review and Recommendation (approx 8 weeks if supplier is responsive)
Notes / Questions:
Demo needed? Cal Dining tasting or “cutting” needed? Vendor presentations? Only top bidders or for all?
Who is the primary point of contact?
Who is the decision maker, if different than the primary point of contact?
Responsible, consulted, informed