

Request for Proposal (RFP) Process:

The information below is a resource to use in order to comply with the College’s Policy that a minimum of three quotes/bids must be obtained for purchases \$10,000 and over.

Request types:

| RFQ – Request for Quote | IFB – Invitation for Bids | RFP – Request for Proposal or RFI – Request for Information |
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| Used to obtain only pricing, delivery & terms from suppliers. Used for low dollar volume purchases. | Used when the exact specifications, delivery schedule and quantities are known. The only factor to be determined is the price. | Used when the exact specifications or procedures have not been finalized and for large dollar/complicated purchases. Price is not always the determining factor in evaluating an RFP. |

Requestor:

| RFQ –Request for Quote | IFB – Invitation for Bids | RFP – Request for Proposal |
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| <p>Requestor obtains quotes and provides quotes to Procurement with a completed Request to Purchase Form.</p> <p>If PO terms & conditions will not be used as the agreement and another approved agreement will be initiated, PO will be set up for payment purposes only.</p> <p>If a Master Service Agreement is already on file, Requester provides a completed Work Order Request Form to Procurement.</p> | <p>Requestor provides all pertinent information:</p> <ol style="list-style-type: none"> 1. Scope of work/ specifications, project schedule, bid response sheet. 2. Contact information of selected bidders. 3. Insurance Requirements (Refer to Departmental Guidelines provided by the Risk Management Office or contact Risk Management to obtain Guidelines). 4. Approved agreement/contract to be initiated once bid has been awarded. | <p>Requestor provides all pertinent information:</p> <ol style="list-style-type: none"> 1. Scope of work/ specifications, project schedule, deliverables, bid response sheet. 2. Contact information of selected bidders. 3. Insurance Requirements (Refer to Departmental Guidelines provided by the Risk Management Office or contact Risk Management to obtain Guidelines). 4. Approved agreement/contract to be initiated once bid has been awarded. |

Procurement:

| RFQ – Request for Quote | IFB – Invitations for Bids | RFP – Request for Proposal |
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| <p>Procurement will assist with vendor selection.</p> <p>Procurement will issue a purchase order.</p> <p>Procurement will issue a work order if an existing Master Service Agreement is on file.</p> | <p>Procurement will assist with vendor selection & bid response sheet, issue IFB, confirm pre-bid attendees, attend pre-bid meeting/provide & maintain sign in sheet, provide addendums to address bidder's questions & provide updates to IFB, receive & review bids.</p> <p>Once Requestor & Procurement have agreed upon bid award, Procurement will notify successful and unsuccessful bidders.</p> | <p>Procurement will assist with vendor selection, issue RFP, confirm pre-bid attendees, attend pre-bid meeting/provide & maintain sign in sheet, provide addendums to address bidder's questions & provide updates to RFP, receive & review proposals, attend finalists interviews, participate in ranking process, check references & financial information and participate in final negotiations.</p> <p>Once Requestor & Procurement have agreed upon bid award, Procurement will notify successful and unsuccessful bidders.</p> |

For major purchases contact Procurement as soon as possible to make sure there is reasonable time to accomplish the request for proposal process.

- Request for Proposal/Information – allow 30 to 60 Business Days (depends on complexity).
- Invitation for Bid - allow 10 Business Days
- Purchase Order/Work Order – allow 5 Business Days