

Reference : LEGAL
Section : GENERAL
Title : REQUEST FOR PROPOSAL
Policy Number : 02-01-03
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PROCEDURE

General criteria and procedures for RFP development include the following:

1. A Request for Proposal (RFP) normally consists of a project description, a proposed scope and intended services, proposal instructions, a proposal evaluation form and criteria and a copy of the proposed agreement. The only "boilerplate" RFP's have been prepared for the Engineering Branch. All others must be developed on an individual basis.
2. It is the responsibility of the department or branch originating the RFP to provide the Legal Department with a project description, scope of services, proposal instructions and a proposal evaluation form. These documents must be comprehensive and specific enough to provide a potential proposer with enough information to submit a competitive proposal and price. These documents will be reviewed by the Legal Department as to form only.
3. The Legal Department will work with the originating branch to develop an agreement that meets the needs of the originating branch and legally protects the Authority. The Legal Department must be informed of any specific problems or areas of concern regarding each RFP in order to draft an effective agreement.
4. All RFP's involving an actual or estimated cost of \$5,000 or more must be advertised in the State Contract Reporter. The originating department or branch must handle this requirement.

1. Revision Dates: 9/30/01