

**Reference:** LEGAL  
**Section:** GENERAL  
**Title:** REQUEST FOR PROPOSAL  
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## **I. PROCEDURE**

General criteria and procedures for Request for Proposal (RFP) development for the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as "NFTA" or "Authority") include the following:

1. A 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" RFPs have been prepared for the Engineering Department. All others must be developed on an individual basis.
2. It is the responsibility of the department 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 department to develop an agreement that meets the needs of the originating department 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 RFPs involving an actual or estimated cost of \$5,000 or more must be advertised in the State Contract Reporter. The originating department must handle this requirement.