

RFP PROCESS CHECKLIST

Name of RFP: _____

Solicitation Type: RFP _____
 RFP # _____
 Start Date _____

Contract Amount: _____
 End Date _____

Purchasing Level, BOE Required

Yes N/A	Date Completed	Action
		Present request for solicitation to Board prior to contact expiration
		Request Board members to assist in RFP development and evaluation team
		RFP Development Form with all information pertaining to RFP
		Dept/Agency Information
		Budget
		Contract Terms & Amount, Signers
		Project Overview
		SOW/Specific Terms & Conditions/General Requirements-Penalties
		IT Information/TIN
		Evaluation Committee and Criteria
		Other (financials, references, resumes, Agency attachments, cost schedule, vendor presentations, BAA)
		RFP Development Form submitted to Purchasing
		RFP Release
		Proposal Opening
		Evaluation Period
		Evaluation Committee Meeting
		Vendor Presentations
		Letter of Intent
		Vendor Negotiations
		Present request for new contract to Board for approval
		Prepare Contract (Purchasing)
		Contract
		RFP/Amendments
		Insurance Requirements
		Contractor Proposal
		Other
		CETS Entry - Scan Attachments (if applicable)
		CETS Summary to Purchasing
		SOS Business License
		DAWN vendor detail
		Federal Debarred Vendor Listing
		Insurance (pertinent coverages/additional insured/waiver of subrogation)
		Receive Contract from Purchasing
		Route packet to Fiscal for CETS approval
		Route packet back to Purchasing
		Notice of Award (public post)
		Scheduled BOE Date
		BOE Agenda #
		Receive approved contract from Purchasing
		Scan executed CETS/contract to Shared Location
		Enter in Contract Payment Log - Link to Contract Summary Log
		Make contract binders