

Agency RFP Survey

1. Agency:
2. Name of RFP:
3. Expiration date of current contract (if recurring):
4. What is the Means of Financing?

Source	State General Fund	Interagency Transfer	Fees and Self-Generated Funds	Statutory Dedication	Federal Funds
Dollar Amount	\$	\$	\$	\$	\$

5. Who is the Project Lead/Manager?
6. Are all members of the Evaluation Committee listed on the Team tab? If not, who are the additional members?
7. Is the Agency Approver listed on the Sourcing Request the same individual who is authorized to bind your agency for the RFP award and contract? Yes No
If not, who is the Agency Approver for the RFP?
8. What is the desired contract term?
9. How many awards do you anticipate from this RFP?
10. Is a pre-proposal conference or site visit needed? If yes, is the conference or site visit mandatory?
11. Is a performance bond, fidelity bond, or bid bond needed?
12. Does the funding source prohibit use of the Hudson/Veteran Initiative (local/regional preferences) in the evaluation?
13. Does the RFP require additional special terms and conditions, such as additional federal clauses or personal health information/personal identifiable information (PHI/PII) language?

- 14. Do the types of insurance or coverage limits need to be revised from the standard?**
- 15. Is the project a key internal control?**
- 16. What is the anticipated pricing structure? How do you anticipate paying the Contractor?**
- 17. Are there any evaluation factors that you want to consider?**
- 18. Who are the recommended vendors? Who is the incumbent vendor? Include email addresses.**
- 19. Are there known or potential issues that relate to this RFP?**
- 20. Are any additional approvals required? (Federal, legislative oversight committee, etc.)**
If yes, does the RFP need approval before publication? Does the contract need approval before execution?
If yes, can the approval occur in LESA?