

D-12: COMPONENTS OF REQUESTS FOR PROPOSALS (RFPs) AND QUALIFICATIONS (RFQs)

PURPOSE

purpose to explain why the Unit of General Local Government is issuing this proposal

OBJECTIVE

purpose to explain what this purchase/acquisition/ procurement is seeking to obtain

BACKGROUND OF THE ISSUER

purpose to provide information on the UGLG and pertinent information on the project

DEFINITIONS

purpose to identify any items that are peculiar to the procurement optional

PROJECT DESCRIPTION

purpose to provide sufficient information for proposers to estimate work efforts and time needed to accomplish tasks

SCHEDULE OF EVENTS

purpose to outline the significant events of the procurement

RFP/RFQ Announced/Issued

Pre-Proposal Conference optional

Proposer Inquiry Deadline optional

Response to Inquiries optional

Proposal Due Date

Extended Deadline optional

Oral interviews/negotiation optional

SCOPE OF SERVICES

purpose to identify what tasks and/or accomplishments contractor will perform

Tasks to be performed

Objectives optional

Requirements optional

Elements Deliverables optional

CONTRACT AND PAYMENTS

purpose to identify the type of contract and type(s) of prices that will be utilized in the contract

PROPOSERS INFORMATION

purpose to identify relevant information about each proposer

General Firm Background and/or specified in selection criteria

General Qualifications and/or specified in selection criteria optional

General Experience and/or specified in selection criteria optional

References optional

Certain Assurances and/or Stipulations optional

COMPONENTS OF REQUESTS FOR PROPOSALS AND QUALIFICATIONS continued

SELECTION PROCESS

purpose to identify how and who will be conducting the evaluation; one step or two step process, interviews

EVALUATION CRITERIA*

Threshold Requirements: optional

purpose to state minimum requirements for all proposers to compete

Qualifications optional

Experience optional

Capabilities optional

Weighted Evaluation Criteria

purpose to state the criteria for comparison of proposers and selection of contractor

Scoring Criteria

Qualifications

Experience

Capabilities optional

Past Performance optional

Approach optional

Staffing/Work Plan optional

PRICE/COST

purpose to identify how much weight price/cost; required for all procurement except design professionals

SUBMISSION REQUIREMENTS

purpose to request additional or pertinent information not elsewhere requested

purpose to state Requirements for Submission of RFP/RFQ

EVALUATION CRITERIA*

Evaluation Factors	to Determine:	Examples
Qualifications	what is the proposer qualified to do-	academic achievement and/or pertinent experience of firm's personnel to be employed by this project
Experience	what has the proposer done-	firm's list of previous comparable projects by type, size and number,
Capabilities	what can the proposer do-	what personnel [and/or other resources] and their qualification/specialities are available for this project
Past Performance	how well has proposer done comparable work-	quantifiable measures proposer has performed previously on specific/identified projects
Approach	that the <u>objective</u> , <u>project description</u> and <u>scope of services</u> all align	firm is asked for their recommendations on how to accomplish the "objective" implied in the program description