

## A30: 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 dates/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\*

<b><u>Evaluation Factors</u></b>	<b><u>to Determine:</u></b>	<b><u>Examples</u></b>
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