**Request for Proposal (RFP) Questionnaire**

This Request for Proposal (RFP) Questionnaire has been prepared to ask for key information required to develop an RFP. By completing each section in sufficient detail, Purchasing will be able to create an RFP document that meets the Procurement Code and Rules and contains all of the required elements of an RFP.

The RFP is an official statement to suppliers about the service/product required. More importantly, it is the foundation upon which the College and supplier relationship is established. Therefore, information provided under each heading should be carefully crafted in order to get the best quality service/product from a qualified firm.

Please fill in the information specific to your requirements. It is important that the information is explained in sufficient detail to allow the reader (vendor) to understand the requirement and respond appropriately.

Please make sure that the answers to each of the following questions are addressed as though you are talking to the vendor community. It is the intent of Purchasing to cut and paste your answers into the RFP document. Upon completion, Purchasing may meet with you and/or your committee to review and discuss each element of the RFP document and make appropriate changes and additions prior to publication.

The contact person should be available during the public posting of the RFP to assist with answering any questions that the vendor community may have about the RFP.

Please submit the completed RFP Questionnaire to the appropriate buyer or attach it to the requisition submitted through SLCCBuy.

Helpful hints in preparing the RFP:

* It is the experience of Purchasing that the best RFPs are those that are written with the end in mind. Preparing a draft of the evaluation criteria first is helpful in writing the scope of work.
* Utilizing your evaluation committee to draft the requirements helps in preparing a quality RFP and streamlines the evaluation process.
* **Remember that the main purpose of an RFP is to identify the problem and allow the vendor community to propose a solution.** If you are able to clearly identify the specifications and all requirements, the Invitation for Bid (IFB) or Multi-Step Bid (MSB) process may be the more appropriate procurement tool. Discuss all options with Purchasing. A frequent criticism is that key decision makers already know what solution they want before the proposals are even received.
* RFPs are published on an online bidding system to allow for maximum competition. Typically RFPs are posted for four (4) weeks. The timeline can be adjusted as necessary. Discuss options with the assigned buyer.

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| **General Information** | |
| Requesting Department: |  |
| Contact Person: |  |
| Requisition Number: |  |
| Budget for this procurement: |  |

**RFP Committee**

The requesting department should form a committee composed of at least three individuals. This committee will be approved by the Buyer assigned to this procurement. The committee will assist in preparing this questionnaire, establishing the technical evaluation criteria, and evaluating the proposals received. Please list the names of the individuals who will serve on the committee in the space provided below.

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The following questions represent the key information to create the RFP. Please complete each question with sufficient detail:

**PART 1: Overview and Instructions**

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| 1. **Provide a title for this RFP?** |
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| 1. **What is the purpose of the RFP?**   *It is helpful to identify the procurement item and how it will be used by your department, including providing the ordinary purpose of the procurement item and any special purpose your department may need from the procurement item.* |
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| 1. **What is the background of your department?**   *Providing background about your department will assist the vendor community to have a better understanding of your department mission and how they should respond to the RFP requirements. You may want to include why your department is requesting that an RFP be used in order to solicit the good/service.* |
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| 1. **What is the desired length of contract (including renewals)?** |
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**Part 2: Statement of Needs**

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| 1. **Provide a complete and detailed scope of work and/or specification:**   *The purpose of the scope of work is to define correctly, clearly, concisely and completely all the obligations of the parties with respect to the effort to be performed. This section of the RFP is very important. If appropriately done it will produce responsive proposals and ease the task of managing the project/contract. The scope of work needs to include an accurate and detailed description of the essential and technical requirements that the offeror must meet. The scope of work is: (1) what the offeror is expected to be able to do, (2) what the department agrees to do, (3) instructions to the offeror, (4) the specifications that will form the basis for the contract.*  *The scope of work might include details such as: services or work to be performed, timeline for completion of work, how and where work is to be performed, procedures to be followed, safety and liability issues, any specific requirements, any limitations, etc.*  *Include questions you want vendors to answer and a general description of your needs allowing the vendor to propose a solution.*  *See the Preparing Specifications and Scope of Work document for more guidance on completing this section.*  *Please use an outline format that includes headers that will help the vendor provide a quality response.* |
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| 1. **Do you have specific pass/fail mandatory requirements or minimum qualifications the Offerors must meet in order for their proposal to be considered? If so, please provide a detailed list of all pass/fail mandatory requirements or minimum qualifications that must be demonstrated in the written proposal response:**   *Examples include: Qualifications, Certifications, Licensing, Minimum Years of Experience, Services provided, Product availability, Equipment, etc. Caution, if you list any pass/fail minimum mandatory requirements or minimum qualifications, be aware that the evaluation committee* ***must*** *reject any proposal not meeting those requirements.*  *Note: Mandatory minimums should not include terms and conditions or pricing elements.* |
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| 1. **What are the evaluation criteria that will be used to judge and score proposals?**   *Evaluation criteria are the factors the committee uses to determine which of the competing proposals submitted in response to the RFP best meets the College’s needs. In establishing effective evaluation criteria, the committee must clearly identify the factors relevant to its selection of a contractor and then prioritize or weight these factors according to their importance in satisfying the needs outlined in the RFP.*  *List the technical criteria and associated point values (weights) below. The criteria and weighting must reflect the priority of importance of the information asked for in the RFP. You do not need to justify the importance and weighting of each criteria. The sum of all points assigned to the listed criteria must total 100 points. Cost is not a technical criteria. Cost will be evaluated separately.* |
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**OPTIONAL INFORMATION**

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| 1. **Do you intend to have interviews/oral presentations?**   *Interviews and oral presentations are optional. You are not required to have oral presentations as part of the RFP process. They are conducted to allow technically acceptable offerors to bring to the attention of the evaluation committee any aspects of their offer that may contribute to the selection of their response.* |
| **YES**  **NO**  Other Information (optional): |

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| 1. **Do you intend to hold a site visit or pre-proposal conference?**   The electronic bidding tool allows for real time Q & A and satisfies most requirements for pre-bid conferences. If a mandatory site visit or pre-bid conference is required, specify here. Pre-bid conferences and site visits must require mandatory attendance by all bidders. The failure to attend a mandatory pre-bid conference shall result in the disqualification of any bidder that does not attend. |
| **Site Visit**  **YES**  **NO**  **Mandatory site visits must be attended in person.**  If yes, please provide a list of dates and times when you will be available. Indicate the length of time you expect for the site visit.    **Pre-bid Conference**  **YES**  **NO**  **Pre-bid conferences must be attended in person.**  If yes, please provide a list of dates and times when you will be available. Indicate the length of time you expect for the conference. |

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| 1. **Will any other provision, statement, information, or other attachment need to be added to the RFP Solicitation?** |
| **YES**  **NO**  **If yes, please attach as a separate document.** |

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| 1. **Will this RFP require any specific milestones, schedules, deadlines, delivery dates, etc.?**   *Please identify any specific milestones, schedules, deadlines, delivery dates, etc. that could help the Offerors understand the timeline of the awarded contract.* |
| **YES**  **NO**  **If yes, please outline below.** |

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| 1. **List any suggested vendors that you and/or your committee believes would by interested in responding to this RFP:**   *Purchasing will publically post this RFP solicitation online; however, Purchasing requests that the department provide the contract information (including vendor name, phone number, email address, etc) of any suggested vendor that the department believes will be able to respond to this RFP.*  *NOTE: Suggested vendors still need to submit offers as required in the RFP solicitation documents. Suggested vendors are not guaranteed a contract.* |
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