All about RFPs

A Request for Proposal ("RFP") is a formal process of outlining goods or services the University is seeking in order to evaluate and compare proposals in an organized process to obtain the best overall value.

An RFP should be considered when you…

| Have a high cost (over $25,000) or complex project | Need more information about a product and/or service | Want some protection from over-promising or under-delivering | Want to show serious intent to leave an existing provider |

Steps for a Successful RFP Process:

1. Start at the departmental level. Purchasing or the TCGS Finance Office can help!
2. Take affirmative steps to solicit and consider diverse business enterprises
3. Prepare a clear scope of work to ensure the vendor can provide the required services
4. Determine up front what your criteria for evaluating proposals will be—*not* just price
5. Submit a draft to Purchasing/TCGS Finance, and OGC, *before* distribution to vendors
6. Send to vendors, requesting confirmation of receipt, and wait for proposals to roll in!

*Purchasing can provide sample RFP documents for your reference.*

Be sure to include:

- A general overview of the project
- A point of contact at the University
- Your goals for the project
- Background on the project
- A proposed budget and schedule
- The scope of services expected
- A diversity and inclusion statement
- Requirements for proposals
- Criteria for evaluating proposals
- Reservation of the right to request new proposals
- Where/when/how proposals are due
- An "intent to submit proposal" date
- Dates when questions can be asked
- Our timeline for reviewing/deciding

See the University’s [Request for Proposal (RFP) Policy](#) for more.