



## 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.