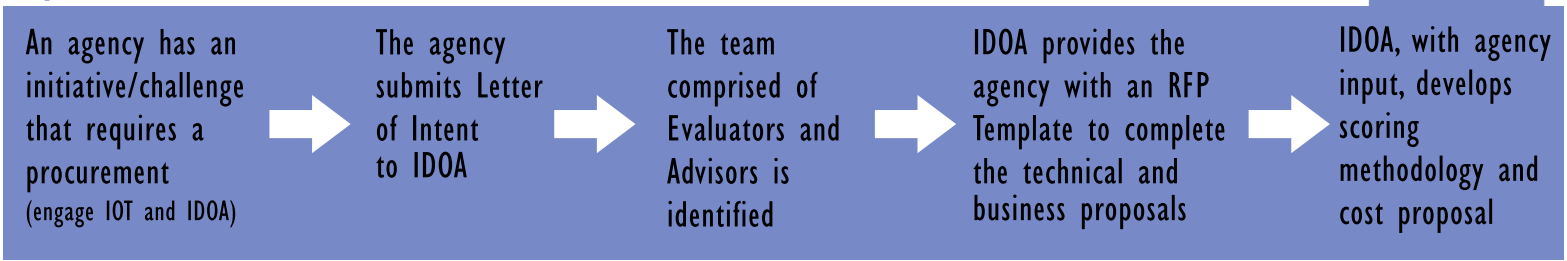




# RFP Process Overview

## 1) RFP Procurement Process



## 2) Collect RFP Responses

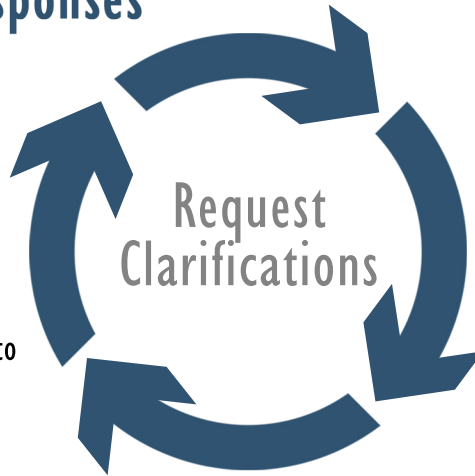
The RFP is released

- website
- newspaper
- targeted emails

Respondents return RFP proposals by the due date to IDOA

## 3) Evaluate Responses

a) IDOA distributes the responses to the team



b) Team determines if any clarifications are needed

1st round of scoring completed by team

d) Vendors return the clarification responses to IDOA

c) IDOA sends the clarifications to the respondents

## 4) Determine whether "short listing" is appropriate

## 5) Vendor Presentations

IDOA schedules Vendor Presentations for respondents to present to Team

Evaluators and Advisors attend the Vendor Presentations

Evaluators and Advisors meet to discuss and set date to submit final scorecards to IDOA

## 6) Score Responses

✓ IDOA scores cost and evaluates preferences and cost proposals

✓ IDOA requests BAFO from respondents

✓ Once received, recalculate score after BAFO

✓ IDOA verifies all scorecards



## 7) Recommendation Letter

IDOA creates an Award Recommendation Letter

Evaluators review and sign the letter

Award Recommendation Letter sent to selected respondent and posted to IDOA website\*

\*Protest Period Begins

## 8) Agency begins Contract Negotiations