

Request for Proposals

Updated 10.20.08

What you need to know

- A basic understanding of the request for proposal (RFP) process is important
- Request an RFP with a DHS 118S
- An RFP is developed in partnership with Office of Contracts and Procurement (OC&P) guidance
- Evaluation criteria are critical

Topic areas

- Authority to act
- RFP definition
- Time frames
- RFP structure
- RFP evaluation
- Roles and responsibilities
- Pitfalls and consequences

Authority to act

- As the Designated Procurement Officer for DHS, the OC&P Administrator has contracting authority
- The 118S, solicitation request, requires signature of a staff person with budget and program authority (review 118D, directions for assistance in completing 118S)



Solicitation Request Form

OC&P Use Only
Solicitation Number:

See Directions (DHS 118D) for information on completing this form.

Customer Information

1. Requestor: Phone: () Ext.

Contract administrator:

Division: Office: Unit:

Administrator's mailing address:
(include city and zip code)

Administrator's phone: () Ext. Fax: ()

Contract Information

2. Purpose *(brief description of the services to be provided):*

3. Attach the following: Feasibility Study for Contracting Out Work, if applicable, at <http://www.oregon.gov/DAS/HR/docs/lr/SEIUFeasibilityForm0709rev51208.doc>; statement of need including tasks, deliverables, schedule, payment and reporting requirements; minimum qualifications, proposed evaluation criteria and any special instructions.

4. Anticipated contract term: Start Date: End Date:

5. Will the contractor have access to DHS network and information system, information assets or will DHS have access to contractor information assets? Yes No
If yes, the Information Exchange (DHS 785) at <http://alexsysprod/isoentry/form785.htm> must be completed prior to contract execution.

6. Estimated contract not-to-exceed amount: \$
A. Travel and expenses: Not authorized Reimbursed at state rates Other, specify:
B. Are state funds the only funding source *(e.g. GF, OF)*? Yes No *If yes, proceed to 7.D.*
C. List all direct federal funding sources below *(e.g. Older Americans Act, CMS block grant, bioterrorism grant, or other federal grants)* and provide the following information for each federally funded program:

Federal Funding Source:	CFDA #:	Vendor/Subrecipient:	Service/Program Element:

D. Budget codes *(if required by program)*: Index: PCA: Aobj:

RFP definition

- As defined in ORS 279B.005, RFP means all documents, whether attached or incorporated by reference, used for soliciting proposals
- The mechanism used to describe to the vendor community a specific need that DHS has or problem to be solved
- Also referred to as a solicitation

Time frames

- Solicitation requirements and dollar threshold determine how long it will take from request to contract execution
- Provide adequate time to collaborate with OC&P in the development of statement of need and evaluation criteria

Time frames

- Involve OC&P contract specialist early in process
- Approval needed from Department of Justice (DOJ) if over \$100K, Department of Administrative Services (DAS) if required by rule, and DAS Enterprise Information Strategy and Policy Division (EISPD) if information technology related

RFP structure

■ Purpose/Overview

- Describes the reason for the solicitation, what is being solicited, and initial term
- Defines scope of the project including time, dollars, additions to scope of work, etc.
- Provides information on DHS and the program/unit conducting the solicitation
- No actions or requirements of the contractor are included

RFP structure

- Minimum qualifications
 - Specific, required abilities of potential proposers to be able to propose
 - Provided by program, with feedback from OC&P
 - Consider the minimum experience and training that would be accepted from a proposer before offering a contract
 - If a proposal does not meet minimum qualifications, it cannot be evaluated – do not be too stringent

RFP structure

- Scope of work (SOW)
 - Describes the work to be accomplished, problem to be solved or resources to be supplied; includes task, deliverables, schedule
 - Consider payment provisions – milestones, deliverable based, rate, or project based
 - Program staff are the subject matter experts; OC&P can provide examples, but relies on program experience and knowledge to develop an appropriate SOW

RFP structure

- Schedule of events
 - Chronological order of events for the solicitation process
 - opening, question and answer period, closing, award notification, and contract begin date
- Minimum proposal requirements
 - Paper size
 - Spacing
 - Number of copies
 - Maximum number of pages
 - No special binding
 - Other program specific conditions

RFP structure

- Technical proposal
 - Information proposers are required to submit, determined by SOW – can include resumes, organizational capacity, project implementation, etc.
- Cost proposal
 - Detailed cost proposal – discuss with OC&P the form this should take based on project complexity
 - Can be line item budget or total cost for project

RFP structure

- Evaluation and scoring criteria
 - Elements considered essential to evaluate proposal
 - Include qualifications, management ability, knowledge, experience, and understanding of required service to be provided
 - Determine what you are looking for in the best proposer and how will you know when you read it – look for best value/best practice
 - Evaluation criteria correlate with the SOW and minimum qualifications

RFP structure

- Method of award
 - How DHS will rank proposals to identify the highest ranked, responsive, responsible proposals and how proposers will be notified
 - Can be a multi-step process, with multiple awards, geographic areas, etc.

RFP structure

- Reservation of rights
 - A listing of specific rights that DHS may choose to exercise that allow evaluation of proposals, cancellation of the solicitation, etc.
 - Negotiable terms of the form contract can also be listed
- Federal requirements
 - Determine if there are any federal requirements based on funding

RFP structure

- Form contract
 - Includes appropriate terms and conditions of the resulting contract which prospective proposers will need to be aware of and which will govern any awarded contract
 - Approved by DAS and DOJ

First review of proposals

- OC&P reviews all proposals for minimum qualifications and pass/fail requirements
- Only proposals determined to have met these minimums are provided to evaluation panel for evaluation and scoring

Selecting an evaluation panel

- Between two and five people – an odd number generally works best
- Knowledgeable in the subject matter of the RFP
- Perceived to be professional and objective – must sign conflict of interest statement
- Board member of a proposer cannot be on the panel as this would be a possible conflict of interest

Scoring proposals

- Evaluation packet sent by OC&P to panel members with instructions, copy of RFP, and all proposals
- Members independently read and score each proposal – no collaborative scoring
- Scores are recorded in pen, changes must be explained, and score sheets signed
- Proposals are scored based on information contained within RFP and the received proposal
- Discussions between panel members and proposers are expressly prohibited

Evaluation panel meeting

- Time and room arranged by OC&P
- Scores are recorded
- Conversation may be facilitated in cases where a disparity among scores exist
- Members may change scores if necessary – write short note of justification and logic
- Final score is adjusted, if needed

Program roles and responsibilities

- Submit 118S with required information and signatures
- Assist OC&P in developing solicitation document
- Provide final approval before DOJ review
- One point of contact for OC&P

Program roles and responsibilities

- Determine if offerors' conference is needed in conjunction with OC&P
- Provide list of potential proposers to OC&P
- Refer all questions to OC&P
- Collaborate with OC&P in negotiating final contract award

OC&P roles and responsibilities

- Facilitate offerors' conference
- Sole point of contact for questions and receipt of proposals
- Provide evaluation instructions and documents
- Facilitate evaluation process
- Maintain official solicitation file

OC&P roles and responsibilities

- Collaborate with program to develop and issue solicitation
- When necessary, obtain oversight agency approvals after program has approved solicitation document
- Discuss any changes required by oversight agency with program
- Post on Oregon Procurement Information Network (ORPIN) <http://orpin.oregon.gov> and notify potential proposers

Proposer roles and responsibilities

- Access ORPIN for solicitation opportunities and documents
- Provide proposal in accordance with terms of solicitation document

Pitfalls and consequences

- The greater the complexity the earlier OC&P should be involved
- No consideration given to the need and time for oversight agency involvement
- Risk assessment – insurance and alternate ways of transferring risk
- No consideration given to scope of the project or needs of the agency beyond the initial term of the contract

Pitfalls and consequences

- Disregarding negotiation in award of the contract
- Commitment of program experts that can appropriately evaluate proposals
- Not heeding DOJ or OC&P advice
- Discussions with vendor community once the solicitation process has begun