

Steps for the RFP (Request for Proposals)

1. Identify your need
2. What determines this form of solicitation?
3. Establish RFP Committee
4. Develop the RFP
5. Issue the RFP – Post to both eVA statewide procurement system and SPS website
6. Schedule pre-proposal meeting (if necessary)
7. Post addenda (if necessary)
8. Receive proposals
9. Distribute proposals to committee members (SPS Staff and/or consultants)
10. Evaluate proposals, score and justify reasoning and create short list
11. Discuss as a committee and clarify reasoning
12. Set up presentations by vendors on the short list with the committee
13. Evaluate and score the short list vendors
14. Negotiate with the selected vendor as request for Final and Best Offer
15. Intent to award (if over the \$100,000 threshold) await School Board approval
16. Award
17. Contract development

Why use a Cooperative Contract?

A Cooperative Contract is a compliant solicitation process done by one or more government entities for use by other government entities.

1. Saves time, effort and expense to the school division because it is already a compliant and competitive solicitation that other divisions/entities have completed the above steps. It makes it easier to meet deadlines especially with limited staff and resources.
2. Economies of scale can be achieved by joining other school districts and can often place SPS in better price brackets since other districts may be larger and have more purchasing ability.