3.2.4.3 Request for Proposal (RFP)

Policy Statement
A Request for Proposal may only be used if the Procurement Officer or the State Purchasing Division has certified that use of a competitive sealed bidding process (i.e. e-Source) will not be practicable or advantageous to the State.

Reason for policy
A RFP should be utilized if the project does not lend itself to the creation of a clear and accurate statement of work and the objective of the solicitation is to identify a supplier who can offer the best possible overall solution to the state entity's identified needs at the lowest cost.

Procedures
If the purchase is within UGA’s delegated purchasing authority, prior to utilizing the RFP process to establish a contract, the Procurement Officer must certify in writing that the use of competitive bidding (i.e. the e-Source process) will not be practicable or advantageous to the State. If the purchase exceeds UGA’s delegated purchasing authority, the State Purchasing Division must provide a written certification justifying the use of the RFP process. Note: As this process consumes more time than a RFQ, the department should notify Procurement as soon as the potential need for a RFP arises.

After it has been determined that a RFP needs to be completed in order to obtain the goods/services, the department and Procurement will need to meet to discuss the RFP process. Departmental involvement is necessary during the entire RFP process from development through award.

Forms/Instructions
- SPD-SP015 RFP template (to be completed by Procurement)
- SPD-SP051 Scorecards (to be completed by Procurement)
- SPD-AP005 Notice of Intent to Award (≥$100,000 only; to be completed by Procurement)
- SPD-EP026 General Confidentiality Form (non-evaluation committee members)
- SPD-SP039 Evaluation Committee Member Participation Form (evaluation committee member only)

Additional contacts
Procurement Office Staff 706-542-2361

eSource Help Desk (vendors only) 404-657-6000

Policy definitions
1) A Request for Proposal is a method of conducting a purchase. The RFP process is a solicitation which describes in general terms the problems and needs of the State. The RFP should be used when the needed good/services does not lend itself to the creation of a clear and accurate statement of work and the objective of the solicitation is to identify the vendor who can offer the best possible solution at the most reasonable cost. Unlike the RFQ process in which the State prescribes both the specifications and solution to its own needs and vendors replicate the State’s specifications and solutions in the bids the vendors submit, the RFP process contemplates the vendors will propose their own comprehensive and innovative solutions to the State’s needs described in the RFP. The RFP seeks to identify the “best value” for the State by using a combination of technical and cost factors to evaluate vendors’ proposals.
2) Responsive means the vendor, whether a company or an individual, has submitted a timely offer which materially conforms to the requirements and specifications of the bid.

3) Responsible means the vendor, whether a company or an individual, has appropriate legal authority to do business in the State of Georgia, a satisfactory record of integrity, appropriate financial, organizational and operational capacity and controls, and acceptable performance on previous governmental and/or private contracts, if any. Examples of non-responsible vendors include, but are not limited to, a bidder's history of nonperformance or performance problems on other contracts (public or private), a record of financial difficulty, business instability, criminal sanctions, civil sanctions, and/or tax delinquency. As noted above, non-responsibility will be determined on a case-by-case basis taking into consideration the unique circumstances of the individual procurement.

4) Notice of Intent to Award is a form identifying the intended contract award to the apparent successful bidder(s)/offeror(s), the names of all bidders/offerors whose bids/proposals were rejected, and the reasons for rejection of the unsuccessful bidders/offerors. The Notice of Intent to Award is publicly posted before a contract award is made. (Notice of Intent to Award is only required of procurements of $100,000 or more.)

Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** Procurement Officer

**Policy Owner:** Procurement

**Policy Contact:** Annette Evans

**Phone Number:** 706-542-2361

**Responsibilities:**

1) Evaluation committee members must sign the “Evaluation Committee Member Participation Form”.
   
   A time commitment is required from each evaluation committee member as each member must individually read and score each response received and participate in

Record Retention

This series documents the procurement process for equipment and service valued in excess of the bid limit. This series may include but is not limited to: acquisition specifications; acquisition justification studies and explanations; requests for proposal (RFP) forms; affidavit of publication for RFP forms; requests for invitations to bid (RFI's); requests for quotes (RFQ's); vendors proposals and bids; bid tabulation sheets and records for all bids received; departmental requisition forms; competitive quotes; and related documentation and correspondence.

**Record Copy:** Business Office

**Retention:** 11 years from contract expiration if construction or public works contract; 7 years from contract expiration for General Consultant Contracts and Design Professional Contracts; 7 years for all others.

**BOR 072-03-009:** BOR 0472-14-002

Policy Dates

**Effective Date:** 01/01/2016

**Date Last Updated:** 06/17/2016

**Date of Last Review:**

**Date of Approval:**

**Previous Version of Policy:**