

**Preparing a Request for Proposal**

*How to let providers propose creative, relevant, and cost effective solutions.*

**1. Structure of an RFP**

1.1. Key sections of an RFP

1.2. Statement of Purpose

1.3. Background Information

1.4. Scope of Work

1.5. Outcome and Performance Standards

1.6. Deliverables

1.7. Term of Contract.

1.8. Payments, Incentives, and Penalties

1.9. Contractual Terms and Conditions

1.10. Requirements for Proposal Preparation

1.11. Evaluation and Award Process

1.12. Process Schedule

1.13. Points of contact for future correspondence

***1.1. Key sections of an RFP***

You can easily identify the key sections you should include in your RFP by

answering each and any of the following questions:

1. **Why?** Reasons why your organization is pursuing a solution.

2. **Who?** Description of your organization.

3. **What?** Nature of your project.

4. **How?**

Contract.

Information needed from suppliers.

Proposal evaluation criteria.

Contract award criteria.

5. **When?**

Selection process timeframe and deadlines.

Persons to contact.

***1.2. Statement of Purpose***

Describe the extent of products and services your organization is looking for, as

well as, the overall objectives of the contract.

***1.3. Background Information***

Present a brief overview of your organization and its operations. Don’t forget to include

comprehensive information on the people who will handle future correspondence.

***1.4. Scope of Work***

Enumerate the specific duties to be performed by the provider and the expected

outcomes. Include a detailed listing of responsibilities, particularly when subcontractors

are involved.

***1.5. Outcome and Performance Standards***

Specify the outcome targets, minimal performance standards expected from the

contractor and methods for monitoring performance and process for

implementing corrective actions as well as warranty expectations.

***1.6. Deliverables***

Provide a list of all products, reports, and plans that will be delivered to your

organization and propose a delivery schedule.

***1.7. Term of Contract***

Specify length, start date and end date of the contract, and the options for

renewal.

***1.8. Payments, Incentives, and Penalties***

List all the terms of payment for adequate performance. Highlight the basis for

incentives for superior performance and penalties for inadequate performance or

lack of compliance.

***1.9. Contractual Terms and Conditions***

Attach standard contracting forms, certifications, and assurances. You may

include requirements specific to this particular contract.

***1.10. Requirements for Proposal Preparation***

A consistent structure in terms of content, information, and documents types

simplifies things for the people evaluating the proposals. Therefore, you should

request a particular structure for the proposal and provide an exhaustive list of

documents you want to receive.

***1.11. Evaluation and Award Process***

Lay down the procedures and criteria used for evaluating proposals and for

making the final contract award.

***1.12. Process Schedule***

Clearly and concisely present the timeline for the steps leading to the final

decision, such as the dates for submittals, sending questions,

attending the pre-proposal conference, submitting the proposal, etc.

***1.13. Points of contact for future correspondence***

Include a complete list of people to contact for information on the RFP, or with

any other questions. Incorporate their name, title, responsibilities, and the various

ways of contacting them into this list.