

New Construction Model: RFP Procedures

Need:	Decrease time involvement and addendums in preparation of RFP announcement	Method:	
Purpose:	Decrease number of mistakes and incorrect information in RFP document	Output:	Accurate RFP document with minimal or no need for addendum Lead time to completion of RFP document: 2 - 3 days Lead time to announcement of RFP: 2 - 6 days
User:	Project Managers		
Owner:	Purchasing		
Tools/Forms:	RFP application form, previous applications		

- Preparation of the document should begin a minimum of 5 days prior to the announcement of the RFP.
- Highlights in the document template are to remain in place during preparation. Highlights will be removed by purchasing as a final step.

Preparation of RFP Document

1. Have in place prior to starting document preparation:
 - a. Project number
 - b. Project name
 - c. GMP amount (confirmed via prior discussions with director)
2. Locate correct/current template.
3. Read instructions carefully and clarify any points of uncertainty with Chip Foster.
4. Project Background and Information –examine previous RFPs of similar projects to determine type and level of information needed to provide respondents with an accurate assessment of the project.
5. Have project name and number in front of you to ensure agreement with that used by other university groups and records.
6. Time line guide for process is provided in the template document (Section 1.7); confirm your timeline with others familiar with the project type (if desired).
 - a. Build in a 2 day time lag for director review
7. Section 1.3 (List of RFP documents for website) –PRIOR to RFP announcement - think through thoroughly the list of desired documents, place on website and test accessibility and readability of documents.
8. Determination of Attachment D – choose correct attachment for project type.
9. Read over 3 – 4 times to ensure that all information has been inserted in the correct place.
10. Small and medium projects: email to PC [] for review
11. Large projects: email to Director for review and approval (Expectation: 2 day turn around)
12. After review, revise if needed and email to Chip Foster, Purchasing