

## **Request For Proposals (RFP's)**

- When to use a Request For Proposal?
  - Seeking solutions to solve a problem
  - Seeking unique products or services
  - Allow vendors to propose solutions
- Information included in RFP
  - Scope of Work – Statement of purpose, goals, objectives and requirements
- Time for response – Minimum of 21 Days
- Department provides potential vendor list which will be combined with Purchasing master list to issue RFP
- Purchasing and Dept work together to determine award based on evaluation criteria
- RFP awarded on best solution, not lowest bid
- Results in a purchase order or a contract