

REQUEST FOR PROPOSAL



SIMPLE OUTLINE

- **PROJECT OVERVIEW**
- **SCOPE OF WORK**
- **QUALIFICATIONS**
- **PROPOSAL SUBMITAL
REQUIREMENTS**
- **EVALUATION CRITERIA**

RECYCLABLES PROCESSING & MARKETING RFP TABLE OF CONTENTS

- Introduction
- Contract goal & Objectives
- Definitions
- Background Information
- Scope of Work
- Proposer Instructions
- Proposal Evaluation
- Insurance Requirements
- Proposal Condition & Provisions

Getting RFP to the vendors

- ◆ Web site
- ◆ Mail



How can local governments avoid micro-managing its vendors but still get what it wants?



- **Use a Request for Proposal, not a bid**



PROS & CONS

- Using a bid: a bid states exactly what the local government wants to buy
- Using a RFP: asks the vendor to come up with an efficient solution to accomplish the task

Is evaluation criteria really important?

YES!!

- It lets the vendor know what is most important to you
- It keeps the evaluators focused on evaluating fairly

- What are the tricks to working with local procurement personnel to simplify the whole process?

- 1. Read the RFP before the pre-proposal conference
- 2. Send your questions to the Purchasing Department in writing
- 3. Follow instructions under submittal requirements