



# Process for RFP/RFQ Projects

## THE NEW PROCESS

- Project sponsor completes the RFP/RFQ Project Request Form, Scope of Services Template and submit to [www.procurementservices@scsk12.org](mailto:www.procurementservices@scsk12.org).
- Within 24 hours of receipt of the request, Procurement Services acknowledges receipt and notifies sponsor of the Buyer assigned to their project.
- Project Sponsor assembles the Evaluation Committee within 5 business days of receipt of the notice of Buyer assignment to:
  - 1) Review and edit the draft Scope of Services, develop the pricing schedule and evaluation criteria.
  - 2) Discuss the procurement process and the evaluator's role. The Procurement Buyer serves as the facilitator.

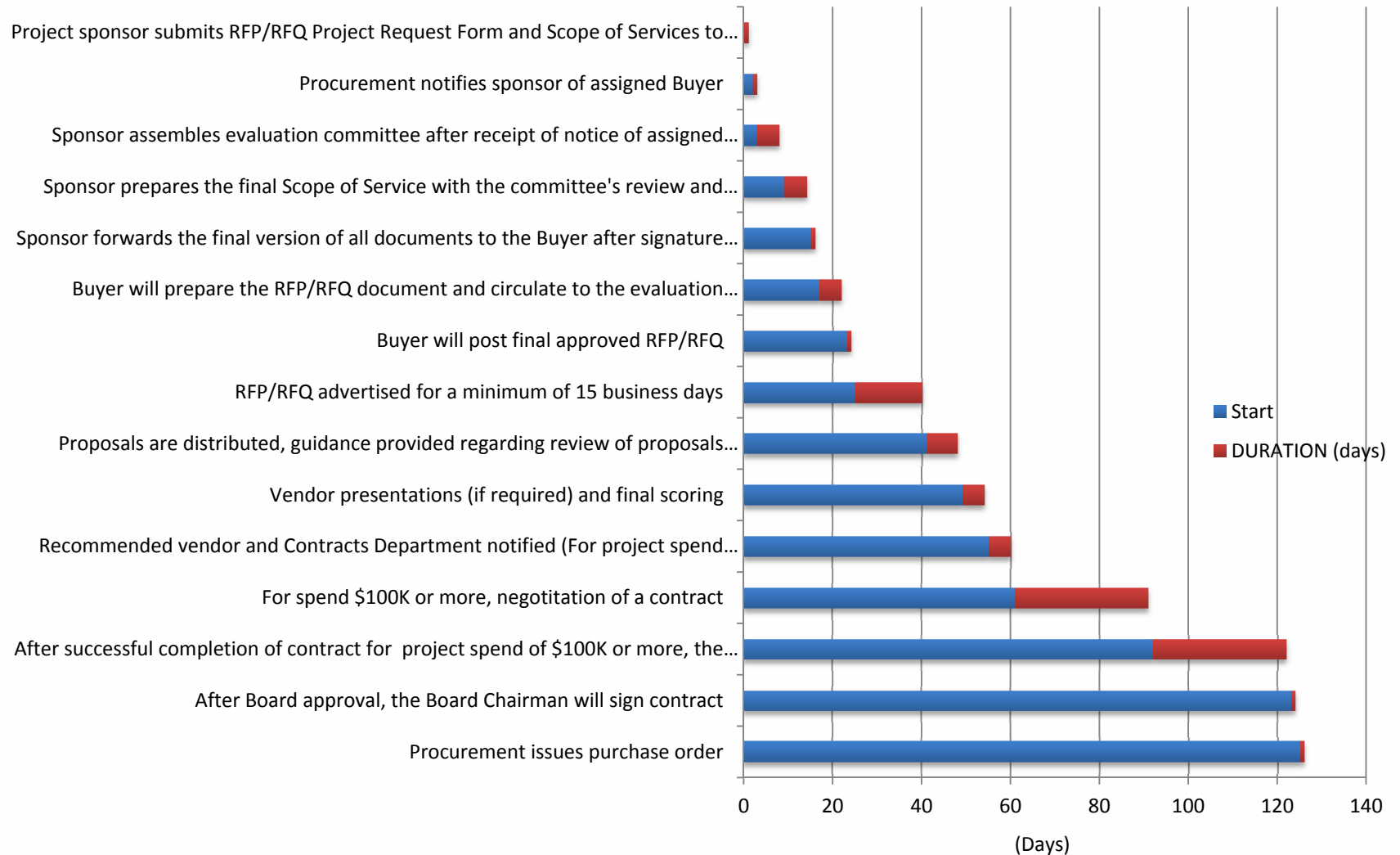


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TASK	ASSIGNEE
Project sponsor submits RFP/RFQ Project Request Form and Scope of Services to Procurement	Project Sponsor
Procurement notifies sponsor of assigned Buyer	Procurement
Sponsor assembles evaluation committee after receipt of notice of assigned Buyer to review and discuss all components of the RFP/RFQ	Sponsor
Sponsor prepares the final Scope of Services with the committee's review and approval	Sponsor
Sponsor forwards the final version of all documents to the Buyer after signature of approval from all committee members	Sponsor
Buyer prepares the RFP/RFQ document and circulate to the evaluation committee for final approval	Buyer
Buyer post final approved RFP/RFQ	Buyer
<b>RFP/RFQ advertised for a minimum of 15 business days</b>	Buyer
Proposals are distributed, guidance provided regarding review of proposals based on criteria, and evaluators role	Buyer
Vendor presentations (if required) and final scoring	Evaluation Committee
Recommended vendor and Contracts Department notified (For project spend of less than \$100K, vendor signs standard contract form submitted to the Contract Office)	Buyer
<b>For spend \$100K or more, negotiation of a contract (calendar days)</b>	Contracts Department
<b>After successful completion of contract for project spend of \$100K or more, the Board will be presented required documentation (Board report and negotiated contract)</b>	Buyer
After Board approval, the Board Chairman will sign contract	Contracts Department
Procurement issues purchase order (PO)	Buyer



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- Within 5 business days of the initial Evaluation Committee meeting, the Project Sponsor prepares the final Scope of Services (including accompanying documents) and distributes to all committee members for signatures indicating review and approval. Project Sponsor forwards the final version of the documents to the Buyer within 24 hours of receipt of all signatures. No RFP will be issued until all committee members sign and approve the scope of services.
- The RFP/RFQ document will be prepared by the Buyer and circulated to the Evaluation Committee within 5 business days of receipt of the final version of the scope of services (and accompanying documents). Committee members will acknowledge receipt and approval of the RFP/RFQ.
- The day after the RFP has been approved by all committee members, the RFP shall be posted. Vendors will have a minimum of 15 business days from the date the RFP is posted to submit a proposal.



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- After proposals are received, the Buyer will, within 7 business days of the submission deadline, distribute responses, provide guidance regarding review of the proposals based upon the criterion set forth in the RFP/RFQ, and re-assemble the committee to complete the scoring.
- Where finalist presentations and evaluations are required, vendors will be notified immediately of their scheduled presentation date/time following the initial committee evaluation meeting. All finalist presentations will be scheduled within 5 business days of the initial committee evaluation meeting.
- Within 5 business days of the final evaluation meeting, the recommended vendor shall be notified by the Buyer that the committee has recommended that they be awarded the services, contingent upon: a) successful negotiation of a contract within 30 business days of the notification and b) approval of the contract by the Shelby County Board of Education.



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- On major initiatives, the Buyer will simultaneously notify the RFP sponsor of the award recommendation, at which time the sponsor collaborating with the vendor will develop a fully integrated cross-functional implementation plan which identifies critical resources, milestones, and key dates. This document will be considered the implementation plan and must be signed off by the cross-functional team and be completed prior to presenting the award recommendation to the Board.
- The Contracts Department shall be copied on the notice of recommendation and upon receipt of said notice the Contracts Department shall commence negotiating with the vendor. If a contract is not successfully negotiated within 30 days of the notice of recommendation, the Contract Department will notify the Procurement Department that contract terms have not been agreed upon by the parties and the Procurement Services and Contracts Departments shall consult about whether to continue with the contract negotiations or go to the next vendor.



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- After contracts have been negotiated, the Board will be presented the initial request form, the Board report, the RFP and the contract.
- Once the Board approves the award and contract at the Board Meeting, the contract will be signed by the Board Chairman within 24 hours of the Board Meeting for contract execution.
- Procurement Services issues a Purchase Order to the awarded vendor.