

Request For Proposals (RFP)

To solicit competitive proposals for the purchase of complex goods &/or services using the Georgia Procurement Registry (GPR). Complex goods & services procurement entails creativity, innovation, & the qualitative evaluation of bids in addition to price. DOAS is the Department of Administrative Services/State Purchasing Division (SPD).

1. Identification Issuing Officer receives request from the user department via ePro or email request or based on spend data, procurement department initiates process by contacting user department. 2. Pre-Solicitation Issuing Officer convenes meeting with stakeholder(s) & schedules meetings to develop Procurement Project Milestones (PPM). Issuing Officer researches Georgia Procurement Registry (GPR) & performs searches for examples of previous RFPs for similar goods/services from other universities, government agencies, or the private sector. PPM are reviewed by Assistant Director & Director of Procurement; deviations of the plan are recorded on the project plan. 3. Solicitation Preparation Specifications are finalized & approved by Cross-Functional Team Members & Budget Owner. The Evaluation Committee & members sign an Evaluation Committee Member Participation Form. The Committee consists of 3-5 end users & subject matter experts (such as UITS or a specially appointed project manager). The final RFP scope of work, Specifications are transferred technical requirements, & to DOAS template(s). The cost sheet are reviewed & Offerer's Conference date & approved by stakeholders & location are finalized with evaluation committee the cross functional members. evaluation teams. Any RFP with a contract Assistant Director reviews value exceeding \$1 million specifications & creates requires DOAS approval, the DOAS RFP Preparation score project plan is updated based card. Peer review by Issuing on DOAS approval or Officers, Assistant Director, & delegation. Director recommended. Issuing Officer posts RFP on Issuing Officer conducts an offerers the GPR pending DOAS conference for vendors & posts approval unless value is written responses to questions on

the GPR. Addenda are posted on

GPR if revisions needed. All Q&A's are posted on the GPR.

within KSU's delegated

authority to conduct the RFP

process.

4. Solicitation Process Interested vendors submit proposals/qualifications for the goods or services by the closing date as stated on the GPR. 5. Evaluation Process Issuing Officer conducts an administrative review of submitted proposals to identify responsive proposals that will pass to the evaluation stage. They ensure all mandatory requirements have been met & supporting documentation has been uploaded. Reference Checks are completed & documented. If no proposals are received Issuing Officer convenes an or if the proposals received **Evaluation Committee** do not meet requirements or meeting to evaluate desired cost, the RFP is responsive proposals & score cancelled. technical proposals. A solicitation cancellation Issuing Officer reviews & notice is required to list calculates scores of cost reasons why an RFP is proposals & shares results cancelled/not awarded. with evaluation committee Issuing Officer & end user once clarifications & may revise specifications & technical evaluation scoring re-solicit when practical. is complete.

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