

Expedited RFP process:

For services or products between \$15,001 - \$50,000

The expedited RFP process allows for a shorter advertising period – Minimum 5 calendar days

1. Agency enters/approves requisition and attaches the following information:
 - Expedited RFP Development Worksheet (E-RFP) or E-RFP draft and additional exhibits (if applicable)
 - Suggested suppliers
 - Approved requisition is agency's approval of budget.
2. Agency forms a Selection Committee of typically 2-3 people.
3. E-RFP will be published through the online solicitation system with emailed invitation sent to all suggested suppliers. Proposers will submit their proposals electronically through the online solicitation system.
4. After the proposal close date, Buyer will prepare a scoring packet with the proposals received, score sheets and Conflict of Interest Statement and forward to the Agency Lead. Agency Lead will forward to the Selection Committee.
5. Selection Committee scores the proposals and ranks on master score sheet.
6. Agency Lead will email to the Buyer the following for Buyer review:
 - Recommendation of award
 - Electronic Score Sheets
 - Signed Conflict of Interest Statements
7. Buyer will post award in the online solicitation system – system sends a notice to those firms who submitted a proposal.
8. Buyer prepares standard form Expedited Agreement and emails to awarded supplier for signature.
9. A copy of agreement and exhibits is emailed to Agency Lead along with any other agency notifications required when the agreement is emailed to recommended awarded supplier.