

REQUEST FOR PROPOSALS

Competitive sealed proposals may be used on a case-by-case basis when it is determined by Purchasing, and approved by the Senior Procurement Officer (SPO), that competitive sealed bidding is either not practicable or advantageous.

Examples would be:

1. If the contract needs to be other than fixed price.
2. Whether oral or written discussions need to be conducted with offerors on technical or pricing issues.
3. If offerors will be offered an opportunity to revise the proposals, including price.
4. If award may be based on a comparative evaluation of other factors in addition to price.

In some instances, the price is only a portion of the important criteria in choosing an awardee. A Request for Proposal allows for an evaluation process where the price is given a certain weight in the evaluation, along with other factors such as experience, references, service, warranty, delivery schedule, etc.

Because the Request for Proposal process is more complex in its basis for award than the Request for Quotation, the process takes much longer and requires more input from the requestor or supporting staff. An evaluation team is required to submit factors to be used in the evaluation and weighing of those factors. Purchasing will assist and guide the requestor and the evaluation team through the process, but in the end the team must compile the scoring used to arrive at a recommendation for award, and document it for review by the Director of Purchasing.

Insurance Requirements

Prior to sending the Purchase Requisition and Request for Proposal to Purchasing, please contact [Risk Management](#) to determine if insurance is required and what the limits should be. Any information obtained from Risk Management must be in writing and forwarded to Purchasing with the Purchase Requisition and Request for Proposal.

The Director of Purchasing is dedicated to insuring that the process was fair and in compliance with the Illinois Procurement Code, and that the process points to the "best value" for the University, if not always "best price."

Please review the following tools to help you prepare a Request for Proposal document. A Purchase Requisition is required along with a printed copy of the RFP document. The RFP document should also be forwarded to Purchasing via either email to the appropriate [Purchasing Officer](#) or saved on a disk and attached to the [Purchase Requisition](#).

NOTE: Purchases subject to the RFP process are reviewed by the Procurement Policy Board. For additional information, please see the [Procurement Policy Board Review](#).

Other documentation or signatures may also be required. Review [Purchasing Instructions](#) for further information.

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| Instructions | Requirements for an RFP |
| Blank Template | Save, fill in the required information and forward to Purchasing with a Purchase Requisition. |
| Evaluator Certification | Each evaluation team member will be required to complete this certification. |