Steps of the RFP Process

Place the RFP Process Stages in the correct order:

\_\_\_\_\_ Interviewing Process

\_\_\_\_\_ Schedule Time for the Post-Award Debriefing

\_\_\_\_\_ Relief! The RFP Process is Completed

\_\_\_\_\_ Intent to Award

\_\_\_\_\_ Forage for Vendors

\_\_\_\_\_ Best and Final Offer

\_\_\_\_\_ Evaluate Proposals

\_\_\_\_\_ Pick the Best Qualified Proposers

\_\_\_\_\_ Pick the Best Value / Qualified Proposers

\_\_\_\_\_ Negotiate

\_\_\_\_\_ Pick Special Terms & Conditions

\_\_\_\_\_ Plan Source Criteria Selection

\_\_\_\_\_ Prepare RFP Document

\_\_\_\_\_ Contract Time; Make the Award

\_\_\_\_\_ Pick Your Evaluation Team

\_\_\_\_\_ Everyone is Notified of the Intent to Award

\_\_\_\_\_ Pre-Award Debriefing

\_\_\_\_\_ Announce Proposals Received & Recorded

\_\_\_\_\_ Pre-Bid Meeting (if needed)

\_\_\_\_\_ Hand off to the Contract Administrator

\_\_\_\_\_ Requirement Analysis