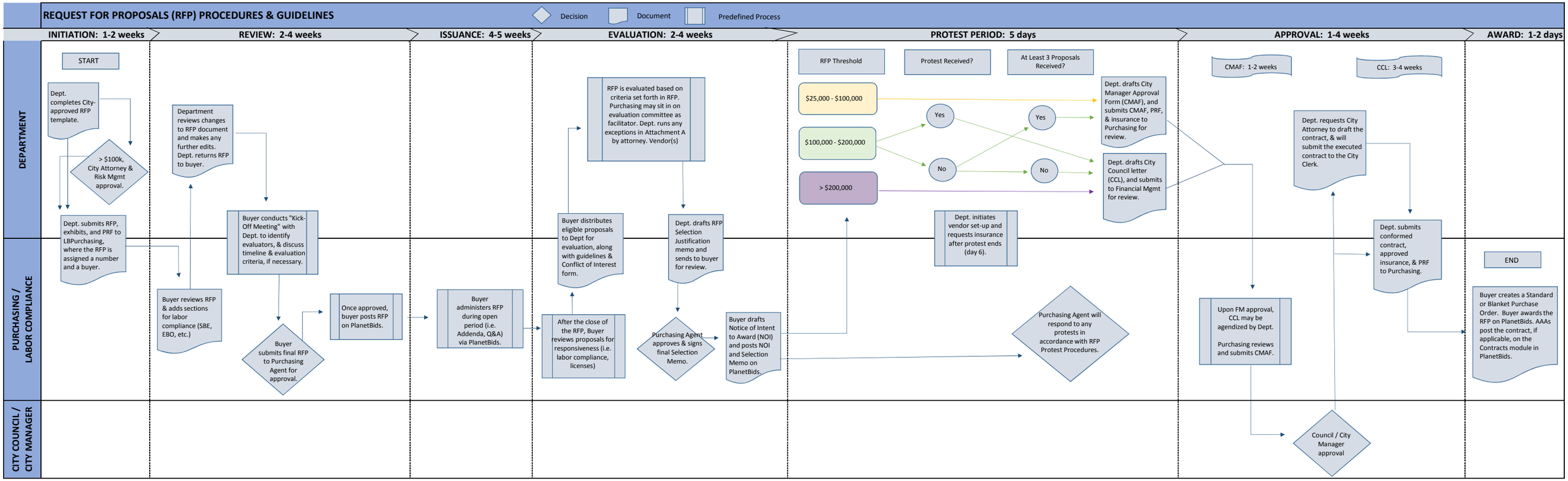
REQUEST FOR PROPOSALS (RFP) PROCEDURES & GUIDELINES
Decision
Document
Predefined Process
INITIATION: 1-2 weeks
REVIEW: 2-4 weeks
ISSUANCE: 4-5 weeks
EVALUATION: 2-4 weeks
PROTEST PERIOD: 5 days
APPROVAL: 1-4 weeks
AWARD: 1-2 days
DEPARTMENT
PURCHASING / LABOR COMPLIANCE
CITY COUNCIL / CITY MANAGER
START
Dept. completes City-approved RFP template.
> $100k, City Attorney & Risk Mgmt approval.
Dept. submits RFP, exhibits, and PRF to LBPurchasing, where the RFP is assigned a number and a buyer.
Buyer reviews RFP & adds sections for labor compliance (SBE, EBO, etc.)
Department reviews changes to RFP document and makes any further edits. Dept. returns RFP to buyer.
Buyer conducts "Kick-Off Meeting" with Dept. to identify evaluators, & discuss timeline & evaluation criteria, if necessary.
Buyer submits final RFP to Purchasing Agent for approval.
Once approved, buyer posts RFP on PlanetBids.
Buyer administers RFP during open period (i.e. Addenda, Q&A) via PlanetBids.
After the close of the RFP, Buyer reviews proposals for responsiveness (i.e. labor compliance, licenses)
Buyer distributes eligible proposals to Dept for evaluation, along with guidelines & Conflict of Interest form.
RFP is evaluated based on criteria set forth in RFP. Purchasing may sit in on evaluation committee as facilitator. Dept. runs any exceptions in Attachment A by attorney. Vendor(s)
Dept. drafts RFP Selection Justification memo and sends to buyer for review.
Purchasing Agent approves & signs final Selection Memo.
Buyer drafts Notice of Intent to Award (NOI) and posts NOI and Selection Memo on PlanetBids.
RFP Threshold
Protest Received?
At Least 3 Proposals Received?
$25,000 - $100,000
$100,000 - $200,000
> $200,000
Yes
No
Yes
No
Dept. drafts City Manager Approval Form (CMAF), and submits CMAF, PRF, & insurance to Purchasing for review.
Dept. drafts City Council letter (CCL), and submits to Financial Mgmt for review.
Dept. initiates vendor set-up and requests insurance after protest ends (day 6).
Purchasing Agent will respond to any protests in accordance with RFP Protest Procedures.
CMAF: 1-2 weeks
CCL: 3-4 weeks
Upon FM approval, CCL may be agendized by Dept.
Purchasing reviews and submits CMAF.
Dept. requests City Attorney to draft the contract, & will submit the executed contract to the City Clerk.
Dept. submits conformed contract, approved insurance, & PRF to Purchasing.
Council / City Manager approval
END
Buyer creates a Standard or Blanket Purchase Order. Buyer awards the RFP on PlanetBids. AAAs post the contract, if applicable, on the Contracts module in PlanetBids.