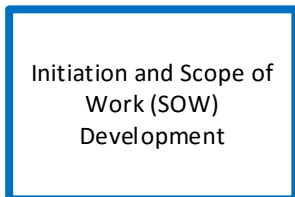
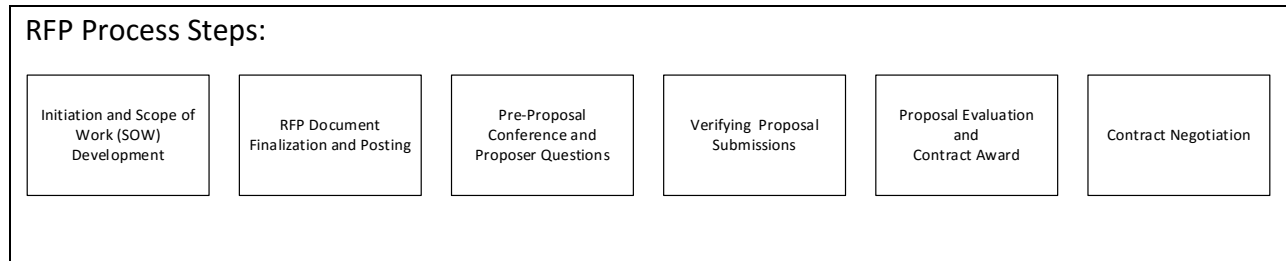


Request for Proposal (RFP)

Processing Guide – UT System Administration

The Request for Proposal (RFP) process is a formal solicitation that involves the submission of sealed proposals from interested suppliers. Institutions of Higher Education (IHEs) are permitted to make award determinations based on “Best Value” criteria as outlined in the Texas Education Code 51.9335(b). Thus, criteria in addition to price and delivery may be considered.

The RFP process can be complicated and time consuming. The process is facilitated by the Office of Contracts and Procurement (CNP). Our office will assign an individual to guide the department through the processing steps. The department will select an evaluation team composed of 3-5 subject matter experts who will develop the Scope of Work (SOW), answer proposer questions, evaluate proposals and recommend a proposer for contract award. The contract negotiation is a joint activity between CNP and the department’s contract administrator.



In this step the department will complete a questionnaire that will assist CNP in determining the correct RFP template to be used and to determine additional requirements for review. The primary activities that must be completed in this step are:

1. Department completes RFP Questionnaire.
2. CNP schedules a meeting with the department in order to finalize:
 - a. Evaluation Team Members
 - b. Project Overview
 - c. Scope of Work

- d. Evaluation Criteria (Scored) & Weights
 - i. Evaluation criteria must conform to the criteria established in Texas Education Code 51.9335(b):
 1. the purchase price;
 2. the reputation of the vendor and of the vendor's goods or services
 3. the quality of the vendor's goods or services;
 4. the extent to which the goods or services meet the institution's needs;
 5. the vendor's past relationship with the institution;
 6. the total long-term cost to the institution of acquiring the vendor's goods or services;
 7. any other relevant factor that a private business entity would consider in selecting a vendor
 - ii. Evaluation teams can develop nomenclatures or groupings of the criteria, but it must map to the required criteria set forth in the statute
 - e. Questions Related to the Evaluation Criteria
 - i. In order to facilitate scoring of the proposals by the evaluation team it is a good idea to develop a set of questions for the proposers to answer that are related to each of the scored criteria.
3. Evaluation team members with sign and submit Conflict of Interest/Non-Disclosure Forms.
 - a. CNP will meet with team members to discuss these requirements.
 - b. All evaluation team members must sign prior to posting of the RFP.
 4. CNP will select the appropriate RFP template and develop a draft for review by the evaluation team.
 5. CNP and the evaluation team will develop a schedule for the RFP to remain posted until submissions are required.
 - a. The posting period is generally 4 weeks, but may be modified based upon the complexity of the request.

RFP Document
Finalization and Posting

1. CNP staff will complete the RFP template to include:
 - a. Notification requirements
 - b. Key event schedule
 - i. Date for pre-proposal conference (if required)

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- ii. Date for submission of questions
 - iii. Proposal submission deadline
 - c. Scored and Non-Scored Evaluation Criteria
 - d. Project Overview
 - e. Scope of Work
 - f. Additional Questions
2. Evaluation team will review the template and offer any suggested changes.
3. CNP Director or Associate Director will conduct a final review and approve for posting.
4. CNP will post the RFP Document along with any required documents on the Electronic State Business Daily (ESBD).
 - a. HUB Subcontracting Plan (HSP) is required if the anticipated amount of the award will exceed \$100,000.

Pre-Proposal
Conference & Proposer
Questions

1. A pre-proposal conference is generally a good idea if the SOW is complicated or if it is necessary for proposers to physically see facilities or activities that are related to the goods/services in the solicitation.
 - a. There may be times when the evaluation team will require proposer attendance at the pre-proposal conference to be mandatory.
 - b. The HUB Office will always be invited to attend the pre-proposal conference in order to assure that proposers fully understand the requirements for successful submission of the HUB Subcontracting Plan (HSP).
2. Proposers have the opportunity to submit questions through the CNP regarding the solicitation. CNP staff will assemble the questions and work with the evaluation team in order to develop appropriate answers. Answers to the questions are provided to all known proposers and are posted as an addendum to the posting on the ESBD.
 - a. It is important that the team provide a quick response since a delay in providing answers to the proposers could result in requests to extend the submittal deadline.
 - b. Communication with proposers should occur only through CNP staff.
3. During this time period CNP staff will prepare the scoring templates that will be used to score the proposals.

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Verifying Proposal
Submissions

1. The RFP will provide clear instructions for the submission of the proposal and HSP.
 - a. Proposals will be submitted to the CNP staff member responsible for the RFP.
 - b. Proposals received after the submittal deadline will be disqualified and returned to the proposer unopened.
2. CNP staff will forward the HSP submissions to the HUB office for review. The HUB office will determine if the HSP's are acceptable. If an HSP is found to be unacceptable, the proposer will be disqualified. CNP staff will notify the proposer of the disqualification and return their proposal unopened.
3. Proposals can be opened once their corresponding HSP has been approved by the HUB Office.
4. CNP staff will review the proposals for completeness. Any deficiencies will be discussed with the proposer and allowances may be made to correct minor deficiencies. Proposers may be disqualified if they fail to meet all requirements.

Proposal Evaluation and
Contract Award

1. CNP staff will remove or redact pricing information prior to distribution to the evaluation team.
 - a. The evaluation team scores the non-price components of the proposal and CNP staff scores the price component of the proposal.
2. CNP staff will meet with the evaluation team to assure that they understand the scoring process and establish a deadline for completing the evaluations.

3. The evaluation team should use a standard scoring approach:

Score	Description
0	Non-responsive
1	Does not meet most requirements
2	Meets most, but not all requirements
3	Fully meets requirements
4	Fully meets requirements and exceed some requirements
5	Exceeds most or all requirements

4. CNP staff will score the pricing based on the following methodology:

- a. The lowest cost proposal will receive the maximum points available (i.e. 30 points if cost is weighted at 30%)
- b. All other proposals will receive points based upon their mathematical variation from the lowest price (low price/proposers price x maximum available points)

Supplier	Price	Percentage	Points Awarded
A	\$267,500	100.0%	30.0
B	\$284,000	94.2%	28.3
C	\$323,150	82.8%	24.8
D	\$292,800	91.4%	27.4

5. CNP staff will meet with the evaluation team to review the scores.

- a. Proposals will be ranked both with price and without price.
- b. If the scoring clearly establishes a winning proposal the team will make a recommendation for award.
- c. In some instances, the evaluation team may decide to “short list” to a smaller group of proposals that are within a “competitive range”.
 - i. The short list proposers may be asked to provide additional information or to make presentations.
 - ii. The evaluation team will determine a method for scoring any additional information or presentations.
 - iii. If proposers will be making presentations, CNP staff will work with the evaluation team to set a specific agenda that must be followed by all finalists in their presentations. CNP staff will attend and manage the presentation process.

6. Once the evaluation team makes a recommendation for award, it will be reviewed and approved by the CNP Director or Associate Director.

7. CNP staff will issue award and regret letters to the proposers.

Contract Negotiations

1. Upon award to a proposer (further referred to as “Contractor”), CNP staff along with the departments contract administrator to begin negotiation of the contract.
2. CNP will coordinate with other UT System teams that may be required to approve terms and conditions related to:
 - a. Privacy
 - b. Information Security
 - c. Accessibility
 - d. Intellectual Property Issues
 - e. Legal Issues
3. CNP staff will coordinate execution of the contract and assure that other mandatory requirements are met (if required):
 - a. UT System Board of Regents approval
 - b. Legislative Budget Board Reporting
 - c. Transparency Reporting
 - d. Form 1295 – Certificate of Interested Parties