

State Procurement Process

October 7, 2016



Goals for Today

- Better understanding of the process
- Clarification about the requirements of the Request for Proposal (RFP)
- Lessons learned to better inform future RFP process



Purpose of an RFP

- To obtain complex and/or unique services that require unusual, innovative, or approaches.
- Expertise and approaches, methods, and innovation used differ significantly from one proposer to another.
- The scope of work is less precisely defined and provides flexibility.



Components of an RFP

- Scope of work including description of the work to be performed, services to be provided, problem to be solved, or the goals and objectives to be met
- Scoring criteria and process
- Timelines, due dates, and associated work products/deliverables
- Sample required attachments



Sample RFP Table of Contents

- Introduction
- Background
- Proposer Qualifications
- Scope of Work
- Workplan
- Letters of Support and References
- Proposal Submission Instructions
- Administration
- Attachments



Introduction & Background

These sections contain general information regarding:

- Funding opportunity and contract term
- Key activities and dates
 - Proposal due date
 - Bidder's conference
 - Deadline for written questions
- Contact information



Proposer Qualifications

This section sets criteria for who is eligible to apply.

- **Minimum Qualifications:** Criteria that must be met by the Proposer's team/organization. Supporting documentation is required to verify each qualification.
- **Desired Qualifications:** A narrative overview that describes how the Proposer's team/organization meets the criteria. Narrative should be inclusive and comprehensive, outlining ability and experience as it pertains to the work requested in the RFP.
- **Organization Description:** A narrative overview of the organization's history, how it has served the population. This section also requires identification of project staff, roles and responsibilities, and resumes.



Scope of Work

Requires a narrative defining the *specific* details of each of the deliverables - A simple reiteration is not acceptable.

Narratives should:

- Be detailed and specific
- Identify the specific needs and challenges of the population
- Include a thorough description of the activity/approach
- Provide justification as to how the activity/approach supports the population and would be effective
- Demonstrate the Proposer's understanding of and ability to meet the need of the population
- Clearly articulate how activity/approach would uniquely fulfill the requirements of the deliverable



Workplan

Proposals must include a **detailed** Workplan to describe the specific tasks necessary in order to complete the work.

The Workplan:

- Is a step-by-step account of how the Proposer plans to complete all work outlined in the scope of work.
- Must be well-organized, detailed, and comprehensive, describing the tasks that will lead to the completion of all work, including timelines and due dates.
- Must identify the team member(s) responsible for each activity.



Letters of Support and References

- Three (3) letters of support from individual members of the target population and/or from non-profit organizations that serve the target population.
 - The letters of support submitted must provide insight into the Proposer's experience and commitment to working with the target population in California.
- Three (3) references from organizations for which the Proposer has performed services within the past five years.



Questions?

