

Agency Lead Responsibilities
Expedited Request for Proposals

1. Coordinates the development of the RFP document

- a) Prepare the Expedited RFP development worksheet and any exhibits needed.
- b) Coordinate with your fiscal section to enter requisition in PeopleSoft.
- c) Help with the procurement process to a fully executed contract.

2. Selection Committee Members

- a) Committee should include approximately 2-3 members.
- b) Committee may be selected from the requesting agency's division. Best practice would be to have one member from outside your division.
- c) If requested, a Contracts and Procurement representative will attend meetings to provide procurement guidance and support.

3. Coordinates Receipt and Review of Proposals

- a) Distribute proposals and a copy of the E-RFP along with score sheets to selection committee members.
- b) Each committee member shall individually score the proposals following the evaluation criteria and rank them according to their total score.
- c) Discuss evaluation methodology with the committee to ensure that everyone understands the meaning of each criterion.
- d) The Agency Lead should read each proposal completely to guide the committee in their discussions.

4. Coordinate and Facilitate Selection Committee Meetings

- a) Serve as chair and facilitate of committee meeting.
- b) Ensure that each committee member reads, understands and signs a "Conflict of Interest and Disclosure Certification," gather signed statements from committee members to be retained by Contracts and Procurement.
- c) Coordinate committee review and discussion of individual scores to resolve wide scoring variances.
- d) The committee may see a need for additional information or clarification from one or more proposers on specific areas of their proposal. The Agency Lead is responsible for seeking minor clarifications from Contracts and Procurement who may then contact the proposer, if necessary, and allow the committee members to appropriately revise scores.
- e) The Agency Lead will conduct reference checks (if needed) and fairly ask the same questions for each proposer.
- f) Collect score sheets from each committee member.
- g) The top ranked proposal will be awarded the contract.

5. Interviews or demonstrations

- a) If the Selection Committee determines interviews are needed, contact Contracts and Procurement to coordinate.

6. Best and Final Offer (BAFO)

- a) The Best and Final Offer process is to encourage potential proposer to offer their best proposal by amending their original proposal.
- b) The Agency Lead will work closely with Contracts and Procurement to

prepare. Contracts and Procurement will issue to proposers.

7. Debriefings with awarded or non-awarded proposers

- a) A debriefing is only for the purpose of discussing the E-RFP process. It is not for discussing the proposals or scoring of proposals.
- b) If an Agency Lead receives a request for a debriefing, they will work closely with Contracts and Procurement to respond.