

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Procurement and Business Services Policy FO -PUR-11
Requests for Proposals

All solicitations, regardless of type or dollar amount, are advertised through BearKatBuy Sourcing Director. A Request for Proposal (RFP) is an electronic request for sealed proposals in BearKatBuy Sourcing Director. The RFP procedure provides the option for a negotiation phase and best and final offer.

Due to the complexity of the RFP procedure, all RFPs, regardless of the dollar amount, will be processed through the Procurement and Business Services Department. An approved requisition in BearKatBuy is required before an RFP can be processed. Please allow a minimum of two weeks for the Procurement and Business Services Office to prepare an RFP for solicitation, as all incoming requests are handled on a first in/first out basis.

All RFPs are processed in BearKatBuy Sourcing Director and normally consists of the sections described below:

- x RFP Cover
- x Terms and Conditions
- x Execution of Offer
- x Administrative Information Sheet
- x Special HUB forms (HUB Subcontracting Plan)
- x Scope of Proposal
- x Introduction Statement of Work/Technical Specifications
- x Vendor Qualifications
- x Contract Term and/or Options to Extend
- x Proposal Content
- x Evaluation Criteria for Award
- x Contractual Requirements
- x Exhibits, if applicable
- x Attachments

RFP EVALUATION PROCESS

The department's team leader, with the assistance from the assigned purchaser, is responsible for determining the manner in which the evaluation of the proposal should be conducted and the method for selecting the most responsible proposer, taking into consideration prices and other best value evaluation criteria listed in the proposal. The purchaser will review the Team Leader's responsibilities. In reaching a determination, the purchaser will identify the significant points in the RFP to evaluate and assign relative weights to each.

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the RFP. The assigned purchaser will review all proposals to ensure each proposal meets the requirement stated in the RFP. If a HUB Subcontracting Plan is required as part of the RFP package, the HUB Coordinator will review it for compliance per the HUB Subcontracting requirements.

EVALUATION OF THE PROPOSAL

The purchaser conducts an evaluation team meeting to ensure team members are trained and able to use the electronic evaluation process, brief the team on the evaluation, and obtain non-disclosure.