



REQUEST FOR PROPOSAL POLICY

The Request for Proposal (RFP) is a tool for acquiring information, suggestions, and pricing from a vendor. An RFP provides an organized process to evaluate and compare the vendors and their responses to meet the needs of ASA Thrive. In their response, vendors can offer suggestions, ideas, or alternate proposals for consideration by ASA Thrive. RFP's are used to obtain the best overall value for ASA Thrive through a process involving several possible sources and are used where greater flexibility is required to select the source. There usually, but not always, is a committee associated with an RFP related project to gain the added benefit from a broad spectrum of functional experts to ensure the solution chosen will meet the ASA Thrive's requirements and support its mission.

An RFP should be considered:

- When a cost over \$10,000 for a service or product is anticipated;
- When more information about the product and/or service, how it works, and how it will meet the ASA Thrive's specific needs is required;
- When protection from vendor over-promising or under-delivering is desired;
- When leverage not only with the incumbent vendor, but also with other bidders, is desired.

The following information will be included in all RFP's:

1. Subject - Describe a general overview of the project. Outline the required services and provide information regarding the manner we expect the services to be performed. Define the expectation of the outcomes.
2. Contact - Define the project leader at ASA Thrive and where all contact and correspondence about this project should be directed.
3. Intent - Describe our intentions for the project.
4. Background and Program - Describe the project history so the vendors have an idea of where we came from and how we got to the current position.
5. Budget and schedule - Include the project budget and expected timeline if known. Vendors should be given adequate time to construct and submit a complete and comprehensive response worthy of consideration. Depending on the complexity of the project, their response time will generally range from 2 to 6 weeks.
6. Scope of Services - Identify the scope of services expected. Be clear on what is "required" versus "desired". Ensure the vendor is capable of providing the required services
7. Proposal Requirements - State the requirements of how we want to see the responses. Insist that the bidders are clear regarding what capabilities are included in the proposal versus what capabilities are available for an additional cost. All internal system requirements should be fully disclosed and any costs added when evaluating the proposal. Include the requirements regarding what recourse is available to us if the system does not perform as described in the proposal. Define the training and ongoing support requirements, if any and also include any warranty requirements.
8. Criteria for Selection - State what criteria and weights will be used to evaluate the RFPs. Include format for pricing and require the bidders to complete it. This will help with consistency when

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doing your comparison. Define your acceptance requirements. By following a structured evaluation and selection procedure, ASA Thrive demonstrates impartiality and competitive process.

9. Future Contracts - Include wording that reserves our rights to request new proposals, if needed.
10. Pre-Proposal Meeting and Walkthrough - Include wording, if needed, regarding the time and meeting location for a walkthrough of the project, if necessary.
11. Place and Date of Submission - Identify where, when and how proposals are due. No bids are to be accepted after this time.
12. Additional Information - Include an "intention to submit proposal" date and also include dates when questions can be asked of our staff.
13. Schedule - Include our internal schedule for the RFP process to review, evaluate, and decide so bidders understand the timeline.
14. Documents for Reference - Identify any attachments that are included with the RFP so bidders know they have the full package.