



## Request to Initiate Request for Proposal (RFP)

The Request for Proposal process is used for soliciting proposals where an award cannot be made strictly on specifications and low price meeting those specifications. This form must be completed, signed, and submitted to [purchasing@atu.edu](mailto:purchasing@atu.edu) to begin the RFP process. All fields are mandatory. Standard response time to this request is 5-10 working days. Upon completion of the final draft of the RFP Document the requestor will be required to acknowledge final approval of the RFP document before Procurement will release the RFP for responses from vendors. The timeline below may be used as a reference, and may vary depending upon the complexity of the solicitation.

1. Submission of the completed Request to Initiate Request for Proposal Form to Procurement.
2. Procurement returns draft of RFP for review to requestor. (5-10 Days)
3. Requestor reviews draft of RFP document and returns with suggested changes. (Dependent upon response time of requestor.)
4. Procurement produces a final draft of the RFP document and sends to requestor for final review along with information about the RFP evaluation process. (5 days)
5. Requestor reviews the final draft and responds to Procurement with approval and names of evaluation committee members. (Dependent upon the response time of the requestor.)
6. Procurement sets an opening date and time for the RFP and releases for vendor response. (5 days) RFP's must be open for 2 weeks minimum to provide adequate opportunity for response.

Requesting Department Information				
Name of Requestor	Department	Phone Number	E-mail address	Date
Requisition Number	If software purchase, has this been approved by the ATU Software Evaluation Committee? Yes      No <i>If no, stop and obtain approval from that committee before submitting this form.</i>			
RFP Information				
<b>1. Scope:</b> What issue or challenge are you trying to address? What are your objectives and needs?  				
<b>2. Deliverables:</b> Describe the precise deliverables you are seeking (e.g. training of staff; computer program to integrate disparate systems; hourly break-fix work; etc.):  				
<b>3. Describe your current environment that a reasonable vendor would want to know to offer its solution/services</b> (i.e., if computer software, a description our IT network and programs it would connect to; if a process analysis a description of the department and employees involved and maybe a the current process):  				

<p><b>4. Timeline:</b> What is the proposed project timeline? (when you want the purchase to be made or services to begin)</p>	
<p><b>5. Performance Measures:</b> If applicable, set forth realistic and obtainable performance measures:</p>	
<p><b>6. Budget:</b> Provide maximum budget.</p>	<p><b>Budget Index:</b></p>
<p><b>7. Detailed description on how you would like the vendors to present their proposed solutions.</b> The more specific you are here, the easier it will be to make an apples-to-apples comparison among vendors. Formats you may want to consider are as follows: <b>(1) A series of questions for vendor to answer with points assigned to each question (e.g. provide evidence of efficacy of services at other universities; list performance measures and expected improvements; etc.); (2) an excel spreadsheet containing detailing specifications or qualifications that must be met or exceeded; or (3) submission of a work plan with very specific issues that must be addressed.</b> This is the “meat” of the RFP. Procurement will ensure general issues such as financial stability, reference checks, cost etc. are in the RFP.</p>	
<p><b>8. Evaluation Criteria:</b> Please indicate what you would like to be the criteria to be applied to the proposals. <b>AR State guidelines mandate that price be at least 30% of the evaluation criteria.</b> If you do not indicate otherwise the follow with be used: Experience with Like Projects/References (25%) the proposals will be judged Determine total points and weights for different sections of the proposal; Financial stability of Proposer (10%); Quality of proposed solution (35%); and cost (30%).</p>	

Requestor’s Signature:

Supervisor’s Signature:

V.P.'s Signature:

President's Signature:

President's signature required if line 6 exceeds \$250,000.