

## **RFP SERVICES FROM PROCUREMENT & LOGISTICS**

**Last updated 5/12/10**

Procurement and Logistics' involvement with RFPs will be purely review of documents and process to assure proper procedures are followed. The main writing, processing, and review is the responsibility of the department. Procurement & Logistics will provide the technical advice listed below, but will not conduct the process on behalf of another department.

- Procurement & Logistics will review/edit your final RFP draft. Let us know if you need a sample template to start with.
- If the RFP needs a notice published in the State Register, Procurement & Logistics will guide a member of your staff through that process so he/she knows how to do it for the future.
- Procurement & Logistics will NOT be designated to answer vendor inquiries about the RFP, but will educate your designated staff member on how much information can/cannot be given to inquirers, etc.
- Procurement & Logistics will post the RFP on the university website on the designated date.
- Procurement & Logistics office will accept the proposals from vendors. After the submission deadline, you can pick them up for your committee to review.
- Before you score the proposals, Procurement & Logistics will review/edit your evaluation form, which you must develop based upon the RFP requirements and weights. You may contact Procurement & Logistics if you need procedural guidance during the review process.
- Procurement & Logistics will review your evaluations BEFORE you make an award.
- Procurement & Logistics will review the contract you develop BEFORE you submit it to the vendor for signature. If MnSCU approval is required before we enter into the contract, Procurement & Logistics will help you with that process.
- Upon completion of the process, Procurement & Logistics would like one original of the proposals, the original evaluations, and a signed copy of the contract for our files.