

# Request for Proposal (RFP) Invitation for Bid (IFB)

## What Does Purchasing Need From You?

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# OBJECTIVES

This session will provide guidance and training on what Purchasing needs from you when generating RFP and IFB documents for competitive solicitations.

# What is an IFB?

- Mandatory Requirements “Must Haves”
  - Generic to allow for competition
- Awarded to Responsible and Responsive vendor with lowest overall price

# What is an RFP?

- Two components of an RFP
  - Mandatory Requirements “Must Haves”
  - Desirable Requirements (Scorable)
- Awarded to Responsible and Responsive vendor with the highest score

# Competitive Solicitation Request Form

<https://www.obfs.uillinois.edu/purchases/procedures-rules/rfp-specifications/>

Let's take a look at the form and information needed

# What are we Buying?

- The What: One or two sentences
  - Example: The University, on behalf of its Civil and Environmental Engineering Department, seeks a vendor to provide, deliver, install and train employees in the use of an automatically PC controlled dynamic triaxial system.

# What are we Buying?

- The Why:
  - Example: The University, on behalf of its Civil and Environmental Engineering Department, wishes to purchase an automatically PC controlled dynamic triaxial system which will be used for laboratory testing of soil samples to measure dynamic properties.

# Pre-Proposal Conferences

- When to use one
  - Software, Insurance, Financial, etc.
  - Site Visits
- Mandatory vs. Non-Mandatory



# Developing a Competitive Solicitation

*The quality of responses received from a competitive solicitation are directly related to the quality and completeness of the solicitation document, specifically the scope of work or specifications. This requires a collaboration between the requesting department and Purchasing.*

# Specifications

- Mandatory Requirements (IFB/RFP) and Desirables (RFP)
  - Must be generic to allow for competition
    - Be Specific
    - Vendor or Staffing Requirements
    - Warranty?
    - Will it fit through the door (Infrastructure Changes)

# Term and Renewals

- IFB's and RFP's cannot exceed 10 years in total

# References

- Are they required?
- How many?
- Any specific type?

# Price (what is included)

- Delivery and Installation?
- Packaging?
- Warranty?
- Cost of service agreement?

# How Many Evaluators (RFP)

- Three to Five are recommended
  - Evaluators need to be available for all meetings
  - It is difficult to schedule too many people

# Evaluation Criteria (RFP)

- What exactly are we scoring vendors on?
  - All evaluators should come up with these so everyone is scoring the same thing

# List of Potential Vendors to Contact

- Email addresses
- Contact Names



# Timing

- Allow ample time for the solicitation process