



Doing Business with DCF



wisconsin department of
children + families

Doing Business with DCF

Part Two: How to Respond to an RFP



Overview

The purpose of this presentation is to:

- Describe how to submit a proposal.
- Explain vendor conferences and Q&A opportunities.
- Describe the review and selection process.
- Explain how contracts are awarded.

Outcomes

As a result of this presentation you should be able to:

- Know how to respond to an RFP at a very general level.
- Know how to get answers to questions about a specific RFP.
- Understand the review and selection process.
- Understand how contracts are awarded at a very general level.





How to Respond to an RFP

Overview of the process

•A RFP is issued when factors beyond price are considered in making an award. Factors include:

- Proposer solution
- Experience
- Organizational capabilities
- Staff qualifications
- Demonstrated knowledge

•Technical specifications developed by program staff in consultation with purchasing staff

- RFP technical specifications will mirror contract specifications

•An evaluation committee reviews, evaluates and scores the proposals.

How to Respond to an RFP

- Read the proposal all the way through
 - Be sure you understand all instructions and requirements
 - Technical specifications/minimum requirements
 - Submit any questions by due date or attend vendor conference, if scheduled
 - Understand the scoring criteria
- Develop your response
 - Ensure you follow instructions for submission
 - Ensure you've responded fully to all requirements
 - Pay attention to the relative weight of response to point value
- Submit your proposal by the stated deadline
 - Any responses not submitted by the due date and time will not be considered
 - Mistakes cannot be corrected after the due date and time



How to Respond to an RFP

Getting Answers: Vendor Conference and Q&A

- A vendor conference is a public meeting conducted prior to a bid or proposal due date that gives all interested parties the opportunity to ask questions about the procurement.

- Attendance at a vendor conference can be required or optional, depending on the nature of the RFP.

 - All details about the conference (if one is being held) will be stated in the RFP.

- RFPs also include an opportunity to submit questions in writing by a specified date and time to the named purchasing agent.

- Responses to all questions are posted to VendorNet as an Attachment to the RFP. Registered vendors will received automatic notification any time additional information is posted to a bid or RFP.

How are Contracts Awarded?

Evaluation Committees

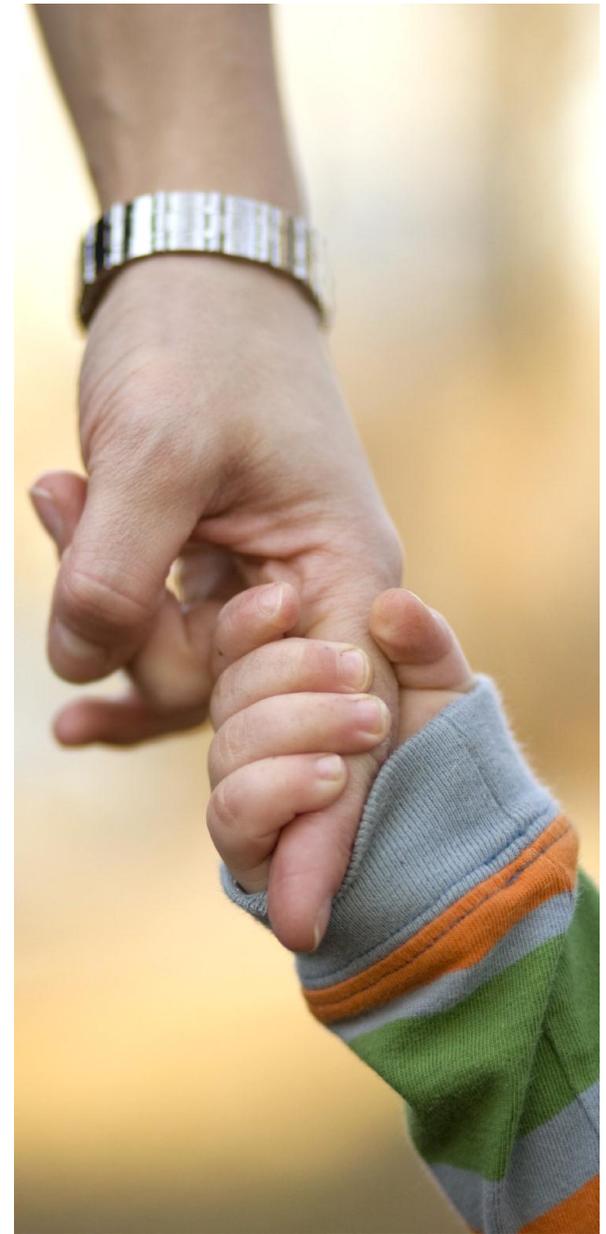
- Each RFP has unique evaluation committee comprised of content or program experts
 - Purchasing Agent leads procurement
- Scoring is developed prior to RFP release and consistent with listed scoring criteria.
- Evaluation committee members review all proposals and score each against the RFP criteria.
- The committee meets to:
 - Discuss scoring and review proposal rankings
 - Decide on any additional steps
 - Recommend award



How are Contracts Awarded?

Evaluation Committees

- Additional, optional steps used as a way for evaluators to gain better understanding of proposal or proposer.
 - Interviews/Presentations
 - Demonstrations
 - Best and Final Offers
- Most additional steps reserved for top ranking proposers and inclusion is determined by evaluation committee.
- RFP includes language specific to each process to give vendor a better understanding of how/why process may be used.



How are Contracts Awarded?

Notification of Award

- The Purchasing Agent will issue an Intent to Award letter to all vendors who responded to the RFP.
- The Intent to Award Letter will indicate the winning proposer, list the scores and pricing for all proposals.
- Once the letter is issued, the RFP results and details of the process are considered public.
- RFP respondents who want to view the proposals can schedule time with the purchasing agent listed in the RFP.
 - Any other interested parties (non-respondents) must submit an Open Records Request to view proposals.

Questions?

