

REQUEST FROM CHAIR JORDAN REGARDING INFORMATION ON THE REQUEST FOR PROPOSALS (RFP) PROCESS

As requested by Chair Jordan, COA staff has prepared the attached response that includes the following information:

Attachment A - RFP Process Central Procurement for COA – This document provides a step-by-step process that staff (both Central Procurement and PARD staff) must utilize to publish an RFP and execute a contract. As noted in the document, some tasks are the responsibility of the department, in this case PARD, and others are the responsibility of the Procurement Specialist (Central Procurement). In many instances, the tasks are a shared responsibility. The task requiring the greatest effort and time commitment is the development of the draft scope of work. Oftentimes, this process can take up to six months.

Attachment B – Sample Tentative Solicitation Timeline & Information (Post Scope of Work Development) - Once PARD completes the draft scope of work and submits it to Central Procurement, this document is prepared by the Central Procurement buyer. It is a tentative schedule that outlines the required steps that are necessary to publish the RFP and to execute the contract. Please keep in mind the development of the draft scope of work is a lengthy process that occurs prior to the start of this tentative schedule.



6.8 Request for Proposal (RFP)

6.8.1 Policy

6.8.1.1 A Request for Proposal (RFP) is used to solicit proposals from potential providers for both goods and services when a method to achieve a desired outcome cannot be clearly defined and where price is not the dominant evaluation factor. RFP's allow the negotiation of all terms, including price, prior to contract award and may include a provision for the negotiation of Best and Final Offers. The recommendation for award is to the best evaluated proposal.

6.8.1.2 The RFP can consider evaluation criteria including but not limited to: proposed solution, demonstrated applicable experience, equipment/facilities, personnel qualifications, schedule, total evaluated cost, local business presence and financial viability/stability. Inclusion of stability must be approved by a Procurement Manager and Financial Manager.

6.8.1.3 RFP's often result in a negotiated agreement with non-standard provisions, terms and language. This may require early input from the Procurement Specialist/Legal for development of the contract and negotiation of the final terms. Due to these additional requirements, the RFP process will usually require considerably more time to complete than other solicitation process.

6.8.2 Governing Policy

- i. [Texas Local Government Code, Chapter 252: Purchasing and Contracting Authority of Municipalities](#)
- ii. [Senate Bill 7](#) as implemented by [Council Resolution 040610-02](#)
- iii. [Texas Local Government Code, Chapter 2254: Professional and Consulting Services](#)

6.8.3 Requirements

6.8.3.1 Depending on risk level, Legal's involvement is required early in the process.

6.8.4 Notes

6.8.4.1 By policy, at noon on the solicitation due date, if only one offer has been received, Procurement Staff must extend the due date by 5 business days or seek Management approval to allow solicitation to close with only one offer.



Request for Proposal (RFP) Cont.

6.8.5 Procedure

Stage	Conditional Statement	Responsible Party	Step	Procedure
1		Department	1	Determines a need that requires a Request for Proposal
			2	Sends initial draft of specification/scope to Procurement Specialist for review
		Procurement Specialist	3	Reviews and edits specification/scope for completeness and accuracy; Works with Department to create a final draft of the specification/scope
2	If risk is a factor	Procurement Specialist/ Department	1	Completes Risk Assessment to determine if assistance in mitigating risk is needed
		Procurement Specialist	2	Contacts appropriate office (e.g. Legal, Risk Management) for assistance
		Procurement Specialist/ Department	3	Conducts planning sessions to finalize Scope of Work (SOW)
3		Department	1	Submits requisition with supporting documentation (SOW, evaluation factors, etc.) to appropriate Procurement Specialist and recommended evaluation committee
		Procurement Specialist	2	Drafts an initial solicitation timeline and generates solicitation number
4		Procurement Specialist	1	Validates requisition commodity codes using Advantage 3 Search to determine if appropriate codes and an adequate number of vendors will be notified of the solicitation http://purchweb.austintexas.gov/purchReport/adv3Search



Request for Proposal (RFP) Cont.

Procedure Cont.

Stage	Conditional Statement	Responsible Party	Step	Procedure
4 contd.	If Procurement Specialist determines that the notification pool is inadequate	Procurement Specialist/ Department	2	The steps listed below can be used to help the Procurement Specialist and Department increase the number of vendors that will be notified about the solicitation, beyond those identified in the initial requisition
		Procurement Specialist/ Department	3	Identifies any additional vendors that could be a potential bidder for the solicitation
	If additional vendors are notified	Procurement Specialist	4	Adds vendor email address to the Free Form Vendor screen for vendors identified by the department or Procurement Specialist as potential bidders
		Procurement Specialist/ Department	5	Works to determine additional commodity codes that may be applicable to the solicitation to expand the vendor notification list
	If additional commodity codes are identified	Procurement Specialist	6	Adds additional commodity codes to the solicitation on the Commodity Email Push screen in Advantage
5	If subcontracting opportunities are not anticipated	Procurement Specialist	1	At least five (5) business days prior to advertisement, submits specification and request with assigned solicitation number to SMBR for determination of potential MBE/WBE goals
		Procurement Specialist	2	At least ten (10) business days prior to advertisement, submits specification and request with assigned solicitation number to SMBR for determination of potential MBE/WBE goals for development of compliance plan, if required



Request for Proposal (RFP) Cont.

Procedure Cont.

Stage	Conditional Statement	Responsible Party	Step	Procedure
5 contd.		Procurement Specialist/ Department	3	Completes final review of documentation for completeness and accuracy
	If documents are incomplete	Procurement Specialist	4	Works with department contact to achieve desired language including SOW and Evaluation Criteria
			5	Develops solicitation documents including assigned solicitation number using standardized templates located at Front End and Contract Documents SharePoint page
6	If applicable	Procurement Specialist	1	Submits solicitation documents to Procurement Management for approval. If approval is not required, skip to Stage 6, Step 4.
		Procurement Management	2	Reviews solicitation for completeness and accuracy, makes recommendations for changes.
	If not approved	Procurement Specialist	3	Updates solicitation documents for completeness and accuracy, makes recommendations for changes.
			4	Uploads solicitation documents into eCAPRIS.
7		Procurement Specialist	1	Submits solicitation to final in Advantage. Ensure the language in the Document Description field on the Header is what the Procurement Specialist intends to display in the advertisement. Within approximately 5 minutes, the batch job should copy the solicitation information to eCAPRIS for use by the Procurement Specialist



Request for Proposal (RFP) Cont.

Procedure Cont.

Stage	Conditional Statement	Responsible Party	Step	Procedure
8		Procurement Specialist	1	Uploads solicitation documents into eCAPRIS
	If solicitation requires a pre-offer conference		2	In eCAPRIS, adds information about pre-offer conference
			3	In eCAPRIS, adds language to 'Scope of Work' field and publish solicitation
			4	Emails final solicitation documents to user department for their files
9		Procurement Specialist	1	Facilitates the pre-offer conference
			2	Gets clarifications and answers from Department on questions from pre-offer conference if required
			3	Issues addendum with Q&A and attendance sheet from pre-offer conference
10	If solicitation changes are made or questions are submitted outside the pre-offer conference	Procurement Specialist	1	Gets clarification and answers from Department if required
			2	Issues addendum to respond to questions and clarifications (may take multiple iterations)
11		FSD Central Procurement	1	Prepares Response Log



Request for Proposal (RFP) Cont.

Procedure Cont.

Stage	Conditional Statement	Responsible Party	Step	Procedure
11 contd.		Procurement Specialist	2	Prior to the solicitation due date, Procurement Specialist checks to determine if there are any responses
			3	Posts Response Log
	If adequate responses are not received		4	Evaluates whether RFP should be extended or cancelled and process accordingly
	If adequate responses are received		5	Conducts solicitation closing if any vendors are present, reading aloud only names of respondents
12.		Procurement Specialist	1	Reviews proposals for deliverables, exceptions, and responsiveness
	If clarifications are required		2	Contacts respondents for clarifications
	If a respondent is determined to be non-responsive or non-responsible		3	Gets management approval prior to disqualifying any proposal
			4	Contacts respondents to inform them on non-responsiveness and that their respective proposal will not be considered. Notification can be via phone call, followed by written notification (NOTE: This step can happen at multiple points during the process)
13	If aggregate purchase > \$25,000	Procurement Specialist	1	Gets SAM for Contract file https://www.sam.gov/SAM/pages/public/index.jsf



Request for Proposal (RFP) Cont.

Procedure Cont.

Stage	Conditional Statement	Responsible Party	Step	Procedure
13 contd.	If solicitation requires a Compliance Plan	Procurement Specialist	2	Obtains the approval of the Department of Small and Minority Business Resources (SMBR) on plan submitted with proposal
14		Procurement Specialist	1	Confirms the commitment of Evaluation Committee members and the evaluation schedule. Works with Department to schedule evaluation meeting(s)
			2	Secures a signed Non-Disclosure Agreement from each committee member; Distributes proposals and provides detailed instructions to committee members about their obligations and responsibilities
15		Evaluation Committee	1	Reviews proposals
	If technical review is required	Procurement Specialist/ Evaluation Committee	2	May seek the resources of a subject matter expert for technical review, if needed
		Procurement Specialist	3	Scores the cost component and local business presence of the proposals (Procurement Specialist may seek additional resources for financial review, if needed)
		Procurement Specialist/ Evaluation Committee	4	Scores proposals and recommends vendor or a short-list of finalist(s) (may require multiple meetings to complete the evaluation process)
		Procurement Specialist	5	Checks references of short-list (may include evaluation team)
	If interview / presentation is held		6	Schedules interviews or other required activities (e.g. demos, presentations, site visits) with "short-list" of respondents



Request for Proposal (RFP) Cont.

Procedure Cont.

Stage	Conditional Statement	Responsible Party	Step	Procedure
15 contd.	If interview / presentation is held	Procurement Specialist/ Evaluation Committee	7	Conducts interviews and/or other required activities
		Evaluation Committee	8	If appropriate, re-scores proposals and recommends a vendor(s)
	If Best and Final Offer (BAFO) is desired	Procurement Specialist/ Evaluation Committee	9	Develops BAFO request
		Procurement Specialist	10	Requests BAFO from short-list
		Evaluation Committee	11	If appropriate, re-scores proposals and recommends a vendor(s)
16	If pre-positioning is needed	Procurement Specialist	1	Coordinates contract Pre-Positioning process and completes negotiations
17		Procurement Specialist	1	Notifies all bidders of recommended award within 14 calendar days of the first public notice (agenda for board and commission meetings, preliminary City Council)
	If negotiations to finalize contracts are needed		2	Contacts appropriate subject matter expert (e.g. Law Department)
	If Contract exceeds administrative authority		3	Submits complete RCA package and evaluation matrix for approval
			4	Secures 1295/Certificate of Interested Parties Form from awarded vendor for file



Request for Proposal (RFP) Cont.

Procedure Cont.

Stage	Conditional Statement	Responsible Party	Step	Procedure
17 contd.		City Council	5	Approves the negotiation, execution, and award of the contract.
		Agenda Coordinator	6	Provides proof of Council approvals to FSD Central Procurement
		Procurement Specialist	7	Secures Council approval documentation for file
18		Procurement Specialist	1	Creates final system document in Advantage
			2	If applicable, input insurance requirements into eCAPRIS. Request insurance certificate and retain for EDIMS upload.
			3	Completes contract documentation – file copy
			4	Awards contract
			5	Upload executed contract to Edims

ATTACHMENT B

SAMPLE TENTATIVE SOLICITATION TIMELINE & INFORMATION (Post Scope of Work Development)

Solicitation #:		
Description:		
Point of Contact:		
Department Point of Contact:		
Submit Timeline to Department		
Length of Contract		

Projected Date		Actual Date	Job Function
Prepare Solicitation	12/1/2023	Ongoing	Submit Solicitation to Purchasing Office for Review (Enter requisition in Advantage and solicitation request in eCapris) provide SOW & Eval Criteria
	1/19/2024		Completed Uploading of all Solicitation Documentation
			Purchasing Office Submits Goal Determination to SMBR
			Receive Approved Goal Determination Form from SMBR
			Contract Concessions Committee (CCC) SOW recommendations
	Monday 2/5/2024		Solicitation Published
	2/13/2024		Pre-Offer Conference
	Wednesday 2/14/2024		Site visit
	Wednesday 2/21/2024		Deadline for Vendor Q&A
	Tuesday 3/5/2024		Solicitation Closing/ Offers Due (6wks)
Evaluation & Negotiation	Wednesday 3/6/2024		Evaluate Offers for Responsiveness
	3/13/2024		Proposal Distribution Meeting
	Tuesday 4/9/2024		Evaluation Meeting
	Wednesday 4/10/2024		Alternate Meeting
	Monday 4/22/2024		Interviews
	5/21/2024		RCA Information Due to Buyer (contract must be 80% negotiated prior to this date)
RCA PROCESS (Approval & Award)	5/28/2024		RCA Information Due to Manager/Deputy Purchasing Officer (contract must be 80% negotiated prior to this date)
	7/19/2024		Concessions and Contracts Committee (CCC)
	7/22/2024		Parks and Recreation Board (PARB)
	8/15/2024		Council Agenda Date
	8/30/2024		Contract Executed

ATTACHMENT B

Additional Comments

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