

# Request for Proposal (RFP) Submission Requirements

Agency RFP Contact		
Name:	Email:	Phone:
	<p><b>Requisition</b> Enter appropriate Requisition in PFC for agency approvals before routing to SPB for review, approval, and posting. All items listed below should be attached to the Requisition in E1.</p> <p><b>Note:</b> Submit as <b>O3</b> Document for Agency processed, <b>O5</b> for SPB processed, or <b>ON</b> for IT related and routing to OCIO for approval prior to SPB assignment as <b>O3</b> or <b>O5</b>.</p> <p><b>Note:</b> If submitting an exception to the standard competitive bidding process, requisition should be submitted as an <b>O8</b></p>	
	<p><b>RFP Draft Document - including all referenced Attachments and Forms</b> RFP draft document should be in Word format with track changes on reflecting all revisions made to the SPB template document. Current template is available on <a href="#">SPB Website</a>. Include all documents referenced within the RFP and any supporting documents that will accompany the RFP release. Documents should be in final form with the exception of changes being accepted after approval.</p> <p>Technical Requirements may be listed either within RFP or in separate attachment.</p>	
	<p><b>Pre-Agreement Outcome Tool</b> Form should be filled out for all solicitations and State Budget Division signature required on all Services and Grant solicitations with anticipated contract spend exceeding \$500,000. Form available on <a href="#">SPB Website</a>.</p>	
	<p><b>Cost Sheet</b> Costs associated with the RFP deliverables are listed for vendor responses</p>	
	<p><b>Solicitation Evaluator Scoring Sheet – including Scoring Rubric</b> Detailed scoring document for evaluators with point breakdowns and descriptions of evaluated items. Template found on <a href="#">SPB Website</a>.</p>	
	<p><b>Solicitation Evaluation Criteria</b> Document listing mandatory requirements and evaluation criteria with point breakdown per section. Template found on <a href="#">SPB Website</a>.</p>	
	<p><b>Solicitation Cost Sheet Evaluation</b> Worksheet used to calculate points to award based on cost of service per established Solicitation Evaluation Criteria. Template found on <a href="#">SPB Website</a>.</p>	
	<p><b>Solicitation Final Evaluation Sheet</b> Spreadsheet summarizing evaluation scores and ranks of vendors. Template found on <a href="#">SPB Website</a>.</p>	
	<p><b>Vendor List</b> Provide a list of suggested vendors, including email addresses, to receive notice upon solicitation release. SPB may add vendors as necessary.</p>	
	<p><b>(Optional) Choice of Newspaper for Publishing of Public Notice</b> If Agency wishes to publish a public notice in a newspaper, specify the newspaper (e.g., <i>Lincoln Journal Star</i> and/or <i>Omaha World Herald</i>) and desired frequency of publication (e.g., <i>once per week for three weeks</i>). Specific dates will be established with the Schedule of Events.</p> <p>For <b>O3</b>'s, Agency submits notice to newspaper(s). For <b>O5</b>'s, SPB submits notice to newspaper(s).</p> <p><b>Note:</b> Posting to SPB website fulfills public notice requirement.</p>	
<p><b>For O3's</b> – Once SPB has completed their review and approval in E1, Agency submits final RFP &amp; all associated documents for posting to SPB for website publication. All documents for posting should be in their final form with changes accepted and all formatting complete.</p>		