

Request for Proposal (RFP) Checklist

Requisition & Required Attachments *(Mandatory if over \$50,000)*

	<p>Requisition</p> <p>Agency enters 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>(Submit as O3 for Agency processed, O5 for SPB processed, or ON for IT-related, which routes to OCIO for approval prior to SPB for assignment as O3 or O5)</p>
	<p>RFP Draft Document including all referenced attachments and forms</p> <p>RFP draft document should be in Word format with track changes on reflecting all revisions made to the boilerplate document. Current boilerplate is available on SPB Website. include all referenced or additional supporting documents that will accompany the RFP release.</p> <p>Technical Requirements may be listed either within RFP or in separate attachment.</p>
	<p>Pre-Agreement Outcome Tool (Form S-4)</p> <p>Form to be approved prior to requisition submission. Form available on SPB Website.</p>
	<p>Cost Proposal</p> <p>Document listing RFP deliverables with blanks for associated costs to be entered by vendors.</p>
	<p>Evaluator Scoring Worksheet</p> <p>Detailed scoring worksheet to be used by evaluators with point breakdowns and descriptions of evaluated items. Template available on SPB Website.</p>
	<p>Evaluation Criteria</p> <p>Document listing mandatory requirements and evaluation criteria with possible point breakdown per section. Template available on SPB Website.</p>
	<p>Cost Proposal Evaluation Worksheet</p> <p>Worksheet used to calculate points to award based on cost of service. Template available on SPB Website.</p>
	<p>Final Evaluation Document</p> <p>Spreadsheet summarizing of evaluation scores and ranks of vendors. Template available on SPB Website.</p>
	<p>Agency RFP Contact</p> <p>Include the Agency contact name, phone number and email address for the RFP.</p>
	<p>List of Vendors</p> <p>Provide a list of suggested vendors including email addresses. SPB may add vendors as necessary.</p>
	<p>(*Optional) Choice of Newspaper for Publishing of Public Notice</p> <p>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 O3's, Agency submits notice to newspaper(s). For O5's, SPB submits notice to newspaper(s).</p> <p>*Posting to SPB website fulfills public notice requirement.</p>
	<p>For O3's - Agency submits final RFP & documents to SPB for website publication.</p>