

Request for Proposal (RFP) Submission Requirements

Agency RFP Contact		
Name:	Email:	Phone:
	<p>RFP Draft Document (including all referenced Attachments and Forms) RFP draft document should be in Word format with track changes on reflecting all revisions made to the SPB template document (SPB Form 22 – Request for Proposal Template*). Include all documents referenced within the RFP and any supporting documents that will accompany the RFP release. Documents should be in near final form with the exception of changes being accepted and final formatting being completed. RFP Template can be found on the SPB Website.</p> <p>Technical Requirements may be listed either within the RFP document or in a separate attachment.</p> <p>*If the agency has received an approved O8 exception for a Cost Only RFP, please attach the approved SPB Form 7 for Alternative Bid Process and complete the SPB Form 71 – Approved Cost Only Exception Request for Proposal (RFP) Template for the RFP Draft Document.</p>	
	<p>Pre-Agreement Outcome Tool (if applicable) Form should be filled out for all service solicitations with anticipated contract spend exceeding \$500,000 or other criteria identified in the Pre-Agreement Outcome Tool: Criteria for Need document. Pre-Agreement Outcome Tool and Criteria for Need document can be found on the SPB Website.</p>	
	<p>Cost Sheet Template for vendors to provide costs associated with the RFP deliverables.</p>	
	<p>Solicitation Evaluation Criteria Document listing mandatory requirements and evaluation criteria with point breakdown per criteria. Template can be found on the SPB Website.</p>	
	<p>Solicitation Evaluator Scoring Sheet (including Scoring Rubric) Detailed scoring document for evaluators with point breakdowns and descriptions of items for evaluation. Template can be found on the SPB Website.</p>	
	<p>Solicitation Compliance Sheet Any mandatory minimum requirements a bidder will need to meet in order to be considered for evaluation. Template can be found on the SPB Website.</p>	
	<p>Vendor List Provide a list of suggested vendors, including email addresses, to receive notice upon solicitation release. SPB may add vendors as necessary.</p>	
	<p>(Optional) Choice of Newspaper for Publishing of Public Notice 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>Note: Posting to SPB website fulfills public notice requirement.</p>	
	<p>Requisition Enter appropriate Requisition type in PFC for agency approvals before routing to SPB for review, approval, and posting. All applicable items listed above should be attached to the Requisition in E1.</p> <p>Note: Submit requisition as an O3 if the Agency will be processing and administering the solicitation, an O5 if SPB will be administering the solicitation, or an ON for IT related services that will be routed to OCIO for approval prior to SPB assignment as O3 or O5.</p> <p>Note: If submitting an exception to the standard competitive bidding process, requisition should be submitted as an O8.</p>	
<p>For O3's – Once SPB has completed their review and approval in E1, Agency finalizes documents and submits final RFP & 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. Documents will be posted as submitted.</p>		