

Request for Proposal (RFP) Submission Requirements

Agency RFP Contact		
Name:	Email:	Phone:
<input type="checkbox"/>	<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 additional 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 to conduct 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 as the RFP Draft Document instead of SPB Form 22.</p>	
<input type="checkbox"/>	<p>Pre-Agreement Outcome Tool (if applicable) Form should be filled out for all service solicitations with anticipated contract spend exceeding \$400,000 or other criteria identified in the Pre-Agreement Outcome Tool Directions document. Pre-Agreement Outcome Tool and Directions document can be found on the SPB Website.</p>	
<input type="checkbox"/>	<p>Cost Sheet Template for vendors to provide costs associated with the RFP deliverables.</p>	
<input type="checkbox"/>	<p>Solicitation Evaluation Criteria (not required if approved Cost Only RFP) Document listing mandatory requirements and evaluation criteria with point breakdown per criteria. Template can be found on the SPB Website.</p>	
<input type="checkbox"/>	<p>Solicitation Evaluator Scoring Sheet (including Scoring Rubric) (not required if approved Cost Only RFP) Detailed scoring document for evaluators with point breakdowns and descriptions of items for evaluation. Template can be found on the SPB Website.</p>	
<input type="checkbox"/>	<p>Solicitation Compliance Sheet Agency lists 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>	
<input type="checkbox"/>	<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>	
<input type="checkbox"/>	<p>Requisition Enter appropriate Requisition type in E1/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 requesting an exception to the standard competitive bidding process, requisition should be submitted as an O8 and if approved SPB will convert to either an O3 or O5 as requested.</p>	
<input type="checkbox"/>	<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>For O3's – Once SPB completes the RFP review and approval in E1, Agency is responsible to finalize documents and submit final RFP & all associated documents to SPB for posting to website. All documents sent for posting should be in their final form with changes accepted and all formatting complete. Documents will be posted as submitted.</p>		