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|  | **Requisition**  Agency enters in PFC for appropriate agency approvals before routing to SPB for processing.  (**O3** Document is Agency processed, **O5** Document is SPB processed) |
|  | **Cost Sheet**  Report on which all the costs associated with the RFP are shown |
|  | **Evaluator Scoring Worksheet**  Prepared by the agency and provided to SPB with requisition for review and approval **(O5 Process)**  Prepared by the agency and provided to SPB for posting to website **(03 Process)** |
|  | **Criteria for Evaluation**  Found on the SPB Website to ensure proposals are scored on the proper criteria. |
|  | **Cost Proposal Evaluation Worksheet**  Found on the SPB Website. Used to calculate the points to award based on cost of service. |
|  | **Final Evaluation Document**  Found on the SPB Website. |
|  | **RFP Draft Document including all attachments and forms applicable to RFP**  Agency to provide Word document, current version on website, with track changes activated to SPB for review, approval, and posting. |
|  | **Agency provides six (6) digit billing code and business unit**  Agency provides to SPB, six-digit billing code and applicable business unit for copying and mailing charges. |
|  | **Agency RFP Contact**  Agency provides RFP contact name, phone number and email address. |
|  | **List of Vendors from Agency**  Agency provides a list of suggested vendors including address book number and/or physical address to SPB. SPB adds vendors as necessary. **(O5 processed)**  Agency creates a vendor’s list. **(O3 processed)** |
|  | Agency provides choice for Public Notice(s)  e.g. Lincoln Journal Star and/or Omaha World Herald, to include frequency of advertising. If the agency has specific dates for advertising, they will be established with the Schedule of Events.  SPB submits notices to appropriate newspapers. (O5 process)  Agency submits notices to appropriate newspapers. (O3 process) |
|  | **Agency submits RFP to SPB for posting to website** (agency website optional). (O3 process) |

The \_\_\_\_\_ will handle any questions regarding the RFP process, protests and public information requests including any requests to view the file. All further communications regarding the awarded contract are handled between the contractor and the agency.

SPB for O5 process

Agency for O3 process