Request for Proposals (RFP) - Chart of Responsibilities

**RFP Initiation and Specifications Development**

- Requester / Department
  1) Identifies a need for item or service that exceeds State of Al bid limit of $15,000 and is not currently available from an Approved Contract vendor
  2) Contacts appropriate member of Purchasing
  3) For technology acquisitions, coordinates with UA OIT to ensure compliance and support
  4) Develops specifications and provides to Purchasing contact along with contact information for potential bidders
  5) Approves final RFP documents prior to public posting

- Vendors / Respondents
  1) Ceases all communication with the University in regards to the RFP regardless of any prior communications or input

- Purchasing Representative
  1) Reviews specifications and requests clarifications or additional information as necessary to develop complete and clear RFP documents to garner the most responses
  2) Publicly posts RFP in accordance with State of Al bid law
  3) Acts as main and only point of contact for Respondents throughout RFP process
  4) Receives questions, coordinates with Requester, and provides answers (publicly) to potential Respondents, as necessary
  5) Issues formal addenda, as necessary

**RFP is Publicly Posted - Duration Depends on Complexity**

- Requester / Department
  1) Does not respond or engage in communication of any type with potential Respondents throughout duration of RFP process
  2) Responds to questions from Purchasing contact upon request

- Vendors / Respondents
  1) Issues questions or clarification requests in writing to Purchasing contact by deadline as specified in the RFP documents

- Purchasing Representative
  1) Publicly opens responses in accordance with State of Al bid law on the date and time specified in the RFP documents

- Evaluation Process Begins

- Requester / Department
  1) Evaluates all RFP responses in accordance with evaluation criteria specified in RFP documents

- Vendors / Respondents
  1) Provides RFP responses to Requester for technical review and evaluation
  2) Points out any redflags or areas of concern that would be beneficial to the Requester during their review

- Purchasing Representative
  1) Provides RFP responses to Requester for technical review and evaluation

**RFP Responses Received - Evaluation Process Begins**

- Requester / Department
  1) Further evaluates RFP responses from Respondents for which the University has chosen to further engage, including development of questions required to fully vet Respondent proposals

- Vendors / Respondents
  1) Provides complete response in accordance with all specifications and requirements by the date and time specified in the RFP documents
  2) Answers all questions and requests from Purchasing contact in a timely manner

- Purchasing Representative
  1) Confirms with Requester whether additional clarifications or demonstrations from Respondents are necessary
  2) Reviews responses for completeness and general compliance
  3) Provides RFP responses to Requester for technical review and evaluation
  4) Points out any redflags or areas of concern that would be beneficial to the Requester during their review
  5) In conjunction with Requester, identifies Respondent(s) for which the University would like to further engage based on evaluation criteria specified in RFP documents

**Evaluation Continues - Q&A, Demos, and Negotiations**

- Requester / Department
  1) Further evaluates RFP responses from Respondents for which the University has chosen to further engage, including development of questions required to fully vet Respondent proposals
  2) Informs the necessary campus stakeholders of scheduled demos, if applicable
  3) Prepares a list of questions/concerns for Respondents to address during demos, if applicable

- Vendors / Respondents
  1) Provides written justification of award in favor of Respondent deemed best fit for the Contract based on overall proposal in accordance with evaluation criteria
  2) Provides good or service per agreed upon terms and modifications
  3) Monitors compliance with agreed upon terms through duration of Contract
  4) Provides input and feedback to Purchasing contact at time of Contract renewal or end date
  5) Directs any requests for additional information regarding award decision or open records requests to Purchasing contact

- Purchasing Representative
  1) In conjunction with Requester and Contract Management, negotiates final pricing and terms in the best interest of the University
  2) Provides order placement guidance to Requester, if applicable
  3) Coordinates with Requester at time of Contract renewal or end date
  4) Ensures documents on file with the University are current (e.g. insurance certificates, organizational changes, billing information, etc.)