Request for Proposal Checklist

1	Obtain commitment/requisition number	
2	Commit funds	
3	Obtain or create statement of work	
4	Obtain or create evaluation criterions	
5	Obtain or complete the Security Requirement Checklist	
6	Complete a competitive or directed procurement process within PS Online	
7	Complete the request for proposal document by including as a minimum: (see RFP Template)	
	A) PS Online clause	
	B) Security	
	C) Requirement/Statement of Work	
	D) Deliverable Items	
	E) Inspection	
	F) Contract Period	
	G) Evaluation Criteria	
	H) Contractual Authority	
8	Fax the RFP to all suppliers	
9	Identify the evaluation team	
10	Evaluation team completes the technical evaluation as per the evaluation criterion in the RFP	
11	Evaluation team provide a report of the technical evaluation	
12	Contracting Authority completes the financial evaluation	
13	Successful Supplier is identified	
14	Negotiate the rate	
15	Prepare Contract - see Contract Checklist	
16	After contract is issued - send regret letter to all unsuccessful suppliers - see letter template	