

Request for Proposal (RFP) Timeline (Approximately 22-34 weeks)

Please Note: This timeline sheet is for Request for Proposals (RFP) ONLY. Please use the Request for Quote (RFQ) timeline sheet if needed.



Preparation (2-4 weeks)

1. Identify the project lead
2. Complete the Needs Assessment worksheet and review it with Purchasing



Draft (6-8 weeks)

1. Utilize the RFP template packet
2. Have stakeholders review
3. Enter the requisition in Banner
4. Email documentation to Purchasing



Submission (6-8 weeks)

1. CCRI Purchasing sends RFP to State Purchasing
2. State Purchasing posts the RFP
3. The technical evaluation committee is formed
4. Vendor questions are answered



Evaluation (4-6 weeks)

1. Committee evaluates the technical portion of each proposal
2. The committee chair writes and submits technical evaluation memo to Purchasing
3. Committee evaluates the cost portion of each proposal
4. The cost review is added to the technical evaluation memo and submitted to Purchasing



Award (4-8 weeks)

1. State Purchasing issues tentative award letter
2. Vendor has 21 days to submit required materials
3. CCRI engages with the vendor to review project scope and enter contract negotiations
4. State Purchasing sends PO to CCRI Purchasing
5. CCRI Purchasing sends signed contract and PO to vendor
6. The project begins!