

## STEP 2A: RFP CHECKLIST

- 1) **Program RFP Manager (Program) reviews standard RFP documents.**
  - a. RFP template.
  - b. Accountability Template.
  
- 2) **Program drafts Scope of Service. [2 – 4 weeks]**
  - a. Draft outline of Scope of Work based on summary and performance measures in the Accountability Template.
  - b. Obtain DHHS General Counsel approval of outline.
  - c. Draft RFP including Scope of Work language - refer to RFP Sample Scope of Work Template.
  - d. Proofread RFP including Scope of Work language for typographical and grammatical errors.
  - e. Complete GOVRFP form for RFP with budget of more than \$1 million annually.
  
- 3) **DCM RFP Team reviews draft RFP. [1 – 2 weeks]**
  - a. Review complete RFP package for content and for typographical, grammatical and formatting errors.
  - b. Return document to Program.
  
- 4) **Program makes necessary changes to RFP package. [1 – 2 weeks]**
  - a. Proofread complete RFP package for typographical, grammatical and formatting errors.
  - b. Obtain Office Director or designee approval of RFP package.
  
- 5) **Program submits RFP package to DCM. [1 week]**
  - a. For RFP's with an annual budget greater than \$1 million, Program includes GOVRFP.
  - b. GOVRFP form is an executive summary of the RFP for Governor's Office to review.
  
- 6) **RFP Team coordinates final review of RFP package. [2 – 4 weeks]**
  - a. Internal group approvals.
    - i. General Counsel (Kevin Wells or designee)
    - ii. Audit Group (Herb Downs or designee)
    - iii. OCQI - performance measures (Jay Yoe or designee)
    - iv. DCM Director / Deputy Director
  - b. Deputy Commissioner of Finance / Chief Operating Officer approval.
  
- 7) **DCM submits complete RFP package to DAFS for approval.**
  - a. If RFP exceeds \$1million on an annual basis, SPRC reviews.