**VIDEO TRANSCRIPT**

**RFP Coordinator: Your Role & Responsibilities**

As an RFP coordinator, you play an important role in the State of Maine procurement process.

Although the specific duties of an RFP coordinator can vary by agency, there are several standard tasks that RFP coordinators are generally responsible for handling.

This video is intended to give you a high-level overview of these tasks and responsibilities.

You can also bookmark the Forms page at the Division of Procurement Services website, since you and your agency will be using several of the resources posted on this page throughout the procurement process.

A good resource to start with is the **RFP Activity Schedule**, which details many of the steps and templates you will be using throughout the entire RFP process.

So let’s take a look at some of your key responsibilities as RFP coordinator…

**Task #1: Serve as the liaison between your agency and the Division of Procurement Services**

As RFP coordinator, you will be the primary person from your agency to communicate with the Division of Procurement Services.

This includes sending and receiving all RFP-related documents through the Purchasing Maine system and reaching out to the Division of Procurement Services for guidance as needed.

**Task #2: Take the lead in drafting the RFP**

When an agency decides to go out to bid for services, the RFP coordinator typically serves as the lead in drafting the RFP.

This may include recruiting other subject matter experts and contract administrators to provide input in drafting the RFP.

**Task #3: Advertise the RFP**

After the RFP is approved by the Division of Procurement Services, you will coordinate the posting of the Public Notice in the *Kennebec Journal.*

You can find detailed instructions about the public notice and posting process in the **RFP Activity Schedule**.

The Division of Procurement Services will also post the document on the RFP web page starting on the first day of the advertisement.

**Task #4: Act as the single point of contact with the public throughout the RFP process**

Once an RFP is published, the RFP coordinator is the ONLY designated point of contact with potential bidders or other members of the public related to the solicitation.

This is an important control to ensure fairness, consistency and transparency in the RFP process.

**Task #5: Host the bidders’ conference, if your department decides to hold one**

For large or complex RFPs, your agency may decide to hold a bidder’s conference—either in person or via web conferencing—so your agency can clarify areas of the RFP and prospective bidders can ask questions.

If this is the case, generally the RFP coordinator would schedule the meeting and handle other logistics.

**Task #6: Draft and submit any required amendments**

Occasionally, there may be a need to amend an RFP.When an amendment is required, the RFP coordinator will draft the amendment using the RFP Amendment Form.

Amendments must provide a description of the changes as well as any revisions to the language of the RFP.

**Task #7: Receive questions from potential bidders and coordinate the posting of responses**

The RFP coordinator will be the point person to receive questions from potential bidders and prepare the responses in a question and answer summary.

This does NOT mean you are responsible for coming up with responses to all the questions…

Instead, you will coordinate with other subject matter experts from your agency to draft the responses.

If you have any concerns about responding to any question, you should reach out to the Division of Procurement Services for guidance.

After the responses are drafted, you will submit the Question and Answer Summary to the Division of Procurement Services through the Purchasing Maine system and they will post the summary on the RFP web page.

One important rule to remember is that the Q & A Summary, as well as all other amendments, must be posted no later than 7 calendar days before the proposal due date.

**Task #8: Collect proposals submitted from bidders**

Within the RFP document, your agency will specify how bidders should submit their proposals, including whether proposals will be sent electronically or via postal mail.

If proposals are submitted electronically to [Proposals@maine.gov](mailto:Proposals@maine.gov), the Division of Procurement Services will email them to you the day after the proposal deadline.

If proposals are submitted via postal mail, you should plan to pick them up at the Division of Procurement Services office the morning after the proposal deadline.

**Task #9: Coordinate the review process with evaluation team members**

After you have collected all the proposals, you will coordinate the review process with the RFP evaluation team. This process includes both the individual reviews, and the team meeting and consensus scoring.

During the individual reviews, the Division of Procurement Services strongly recommends that you only send reviewers the sections of each proposal they will be responsible for scoring.

For example, if the cost section will be scored based on a mathematical formula, the evaluation team will not need to review that information during the individual review process.

For more guidance on this task, be sure to check out all the resources on the Forms page, including the RFP Activity Schedule, Consensus Scoring Guidelines, as well as additional videos about the proposal review process.

**Task #10: Complete the master score sheet and draft the bidder award letters**

After each proposal has been reviewed and all sections have been scored, the RFP coordinator will complete the master score sheet. Or, If there is a separate meeting facilitator, the facilitator will complete this task.

Then, using the **Sample Award Notification** template on the Forms page, you will draft an award notification letter for all bidders, including both the awarded bidder and the non-awarded bidders. These drafted letters should not be dated or signed at this time.

**Task #11: Compile the Selection Package and submit it to the Division of Procurement Services for approval**

To complete this task, you will combine the evaluation documents listed in the RFP Activity Schedule into a single PDF. Be sure to follow the exact order of documents identified in the Activity Schedule when you create the PDF.

Then, submit the PDF to Procurement Services for conditional approval, as a new case in Purchasing Maine.

**Task #12: Issue award notifications to bidders**

After the Division of Procurement Services conditionally approves the Selection Package, you will sign, date and email the award notification letters to all bidders.

Lastly, you will submit copies of the finalized award notification letters as part of the updated Selection Package to Procurement Services for final approval.

If you have any questions about any of your responsibilities as an RFP coordinator, please contact a member of the RFP team at the Division of Procurement Services.

On behalf of the state of Maine, thank you for participating in the procurement process as an RFP coordinator!