

Requests for Proposals (RFPs)

For more information, including templates, forms, and instructions, visit the **Division of Procurement Services** website at: <https://www.maine.gov/dafs/bbm/procurementservices/>

PHASE 1 – DRAFTING RFP & IDENTIFYING EVALUATION TEAM

5 BUSINESS DAYS

DRAFT RFP

- Introduction (Part I, A) – Provide a high-level summary of what is being purchased and why (i.e., describe the agency’s need).
- Scope of Services (PART II) – Present the specific outcomes the agency requires and request creative solutions from bidders that demonstrate their expertise.
- Draft GOVRFP Form

IDENTIFY EVALUATION TEAM

- Select 3 to 5 people to serve on the proposal evaluation team, including: 1 or 2 subject matter experts (SMEs); a business expert; a financial expert; and/or a non-affiliated reviewer (if appropriate).

PHASE 2 – REVIEW/APPROVAL OF RFP

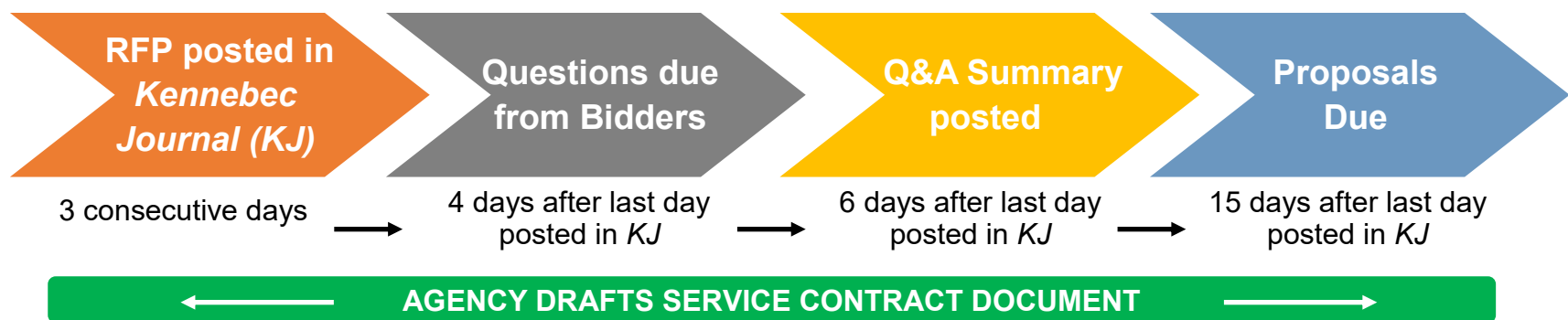
5 BUSINESS DAYS

SUBMIT RFP DRAFT AND GOVRFP FORM TO PROCUREMENT SERVICES

- Initial review by Procurement Services - **3 business days**
- Revisions by agency to finalize for release - **2 business days**
- Factors affecting the review timeline include:
 - ⇒ Document quality (i.e., formatting and content)
 - ⇒ Complexity of RFP/services being sought

PHASE 3 – PUBLICATION/RELEASE OF RFP

18 CALENDAR DAYS



PHASE 4 – PROPOSAL EVALUATION & AWARD

8 BUSINESS DAYS

GENERAL STEPS

- Evaluators conduct individual review of proposals (no scoring) - **3 business days**
- Evaluation team meets to conduct consensus scoring of proposals - **2 business days**
 - ⇒ The number of meetings will depend on: complexity of RFP; number and length of proposals received; scheduling availability of team members; etc.
- Lead evaluator/designee sends selection package to Procurement Services for review/approval - **2 business days**
- Lead evaluator/designee issues award notifications to all bidders after final approval - **1 business day**

PHASE 5 – POST-AWARD

15 CALENDAR DAYS

GENERAL STEPS

- Appeal period begins upon bidder receipt of award notification - **15 calendar days**
- Contract discussions begin after award notification. (Do not wait until end of appeal period.)
 - ⇒ If an appeal hearing request is received, Procurement Services will notify the agency.
 - ⇒ Refer to poster titled, “Procurement for Services Over \$10,000” for additional details.

*** IMPORTANT ***

- Timelines are minimum benchmarks and do not consider the following:
 - ⇒ Agency-specific planning and/or procurement procedures;
 - ⇒ Review by the State Procurement Review Committee (SPRC) for RFPs valued over \$1 million; and/or
 - ⇒ Appeal hearings.
- More complex RFPs may require additional time.

Need assistance with your RFP?

Contact Procurement Services: <https://www.maine.gov/dafs/bbm/procurementservices/contact-us>