

# ABCs of RFPs

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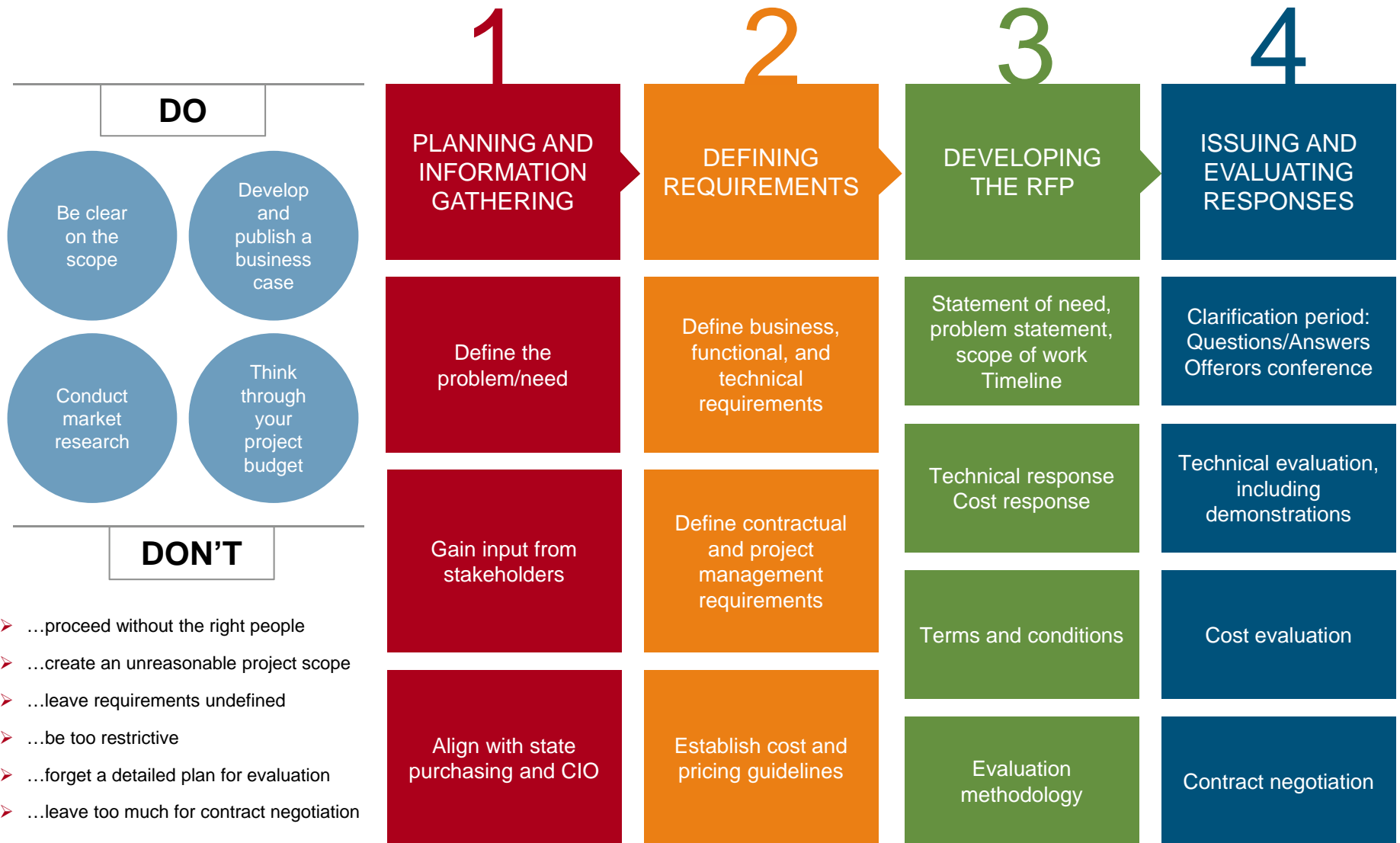




## Steps to a Successful RFP:

- ✓ Planning and Information Gathering
- ✓ Defining Requirements
- ✓ Developing the RFP
- ✓ Issuing and Evaluating Responses

# Steps to a Successful RFP





## Keep in mind...

- Overly prescriptive requirements limit competition.
- Too much emphasis on cost will get you what you pay for.
- Size and expectation of responses should drive the amount of time granted to reply.
- Tight response times signal that the RFP is “wired”.



## Tips

- Include a checklist with the RFP to increase likelihood of complete responses.
- Develop a requirements traceability matrix to track responses to requirements.
- Allow and encourage electronic responses for easier evaluation of responses.
- Use an offeror's library of additional documentation to minimize the size of the RFP.



## Contact Us

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