

## **RFP CHECKLIST**

1. Hospital or HCSD submits a letter to Dr. Michael Butler/HCSD seeking approval.
2. If HCSD, a draft RFP is put together by Project Manager and Contracts Section.
3. If Hospital, a copy of draft RFP is sent to Contracts Section to be reviewed.
4. RFP is sent to OCR for formal approval. RFP may require **Procurement Support Team** review. If this is necessary, PST may require RFP to be re-drafted. (PST must review for data processing Consulting Contracts if over \$100,000 and Consulting Contracts over \$140,000 [Mary Foster runs the PSTs]).
5. Once RFP is approved by OCR, a copy is sent to Pre-Qualified Offerors on OCR website (keep list of names and addresses of persons receiving a copy of RFP – need printout of screen with Pre-Qualified Offerors list with package) and Hospital puts an ad in the official journal of the State (The Advocate) to run at least once. An ad must also be placed in at least one other Louisiana newspaper of general circulation.

a. **Proof of Advertisement and electronic notification in LaPAC in accordance with LA R.S. 39:1503**

**30 days for consulting services contracts**

**14 days for social services contracts**

**THESE TIME PERIODS ARE STATUTORY REQUIREMENTS AND MUST BE ADHERED TO IN ORDER FOR YOUR RFP TO BE APPROVED. ANYTHING LESS WILL RESULT IN YOUR RFP BEING DISAPPROVED AND RETURNED. Please allow sufficient time in submitting your ads.**

- b. If applicable, you should also advertise in national trade journals which serve the particular type of contractor desired.
6. An Evaluation Committee is established and they are given guidelines of their duties and asked to sign a “non-conflict of interest” form. All Committee Members must participate in all meetings for their evaluations and points to count.
7. Agency may hold a proposer’s conference (not mandatory) to discuss the RFP requirements to respond to questions and to visit the work site, if needed. Any changes to the RFP must be issued in writing and sent to all proposers.
8. Distribute copies of bids to Committee members with bids and evaluation forms. When received, members will evaluate individually and score. Committee will then meet to discuss their evaluations and determine top 2-3 bidders. If necessary, vendors are brought in for oral presentation. Grading sheets should not be identical and should be signed, when final. Signed, summary of grades should be submitted with individual grading sheets.
9. Meet with selected vendor for final negotiations.
10. Draft contract and attach necessary contract attachments.
11. Send letter to selected vendor with notice of intent to contract services. Letter must include statement that finalization is subject to approval of OCR.
12. Unsuccessful vendors are sent individual letters with specific reasons they were not chosen.
13. Copies of selected vendor and unsuccessful vendor letters are to be included in the package.

## **SUBMISSION OF RFP TO OCR**

When submitting the final contract to OCR the following information should be included:

- **Selection memo** signed by the agency head specifying the successful proposer and the reason(s) for selecting that person/firm. This should include a certification that the chosen proposer is responsible as defined in the Office of Contractual Review Regulations, Section XIII.
- Copy of the evaluation/grading summary information. (score sheets must be signed)
- Copy of the Request for Proposals.
- Copy of the Chosen Proposal
- Copies of newspaper ads and proof of publication. (not printout from website)
- Proof of LaPac entry – print screen
- Proof that the Prequalified Offeror's list was used to solicit proposers as well as any other agency list used (printed screen)
- Copy of bid list.
- Cost analysis (comparison) of bidders.
- Copies of selected vendor and unsuccessful vendor letters are to be included in the package.
- OCR approval to go out for bid