RFx Process

1. Identify need or requirement

2. Create & provide to Buyer:
   - Review documentation
   - Is documentation sufficient to proceed?
     - NO: Create RFx; submit to Department
     - YES: Does RFx draft meet dept requirements?
       - NO:...
       - YES: Is RFx ready for publication?
         - YES: Publish RFx (any addenda)
         - NO:...

3. Is clarification needed?
   - YES: Coordinate responses w/ department, SME's, others
   - NO: Submit bids

4. Receive bids
   - Is bid responsive & responsible?
     - DISTRIBUTE
     - NO: Evaluate
       - Complete & submit evaluation scoresheets
       - Determine apparent awardee
       - Submit notice of intent to dept (check other content)

5. Is apparent awardee a go?
   - YES: Work w/ buyer on negotiation strategy
   - NO: Develop negotiation strategy
   - Negotiate w/ apparent awardee

6. Is tentative agreement reached?
   - YES: Is tentative agreement acceptable?
     - YES: Prepare final agreement & submit to awardee
     - NO: Notify all unacceptable bidders

7. Sign off on agreement & return to Buyer
   - Fully executes agreement

8. Debrief (address checklist items)
   - Debrief (lessons learned)

9. Celebrate

Conduct intake/kick-off meeting.
Set context. Assign tasks to:
- Specifications
- Statement of work
- Budget amount
- Evaluation criteria scoresheets
- BFS requisition