Lifecycle of a Typical Request for Proposal

Planning and Posting

- Use requestor's subject matter expert (SME)
- Use supplier community's expertise
- Gather specifications of the requirement
- Develop draft of the RFP document
- Revise RFP draft with requestor
- Publish to BC Bid
- Publish to MERX
- Publish to an invited list of suppliers
- Publish finalized RFP to marketplace

Evaluation, Negotiation, & Award

- Form an evaluation committee
- Distribute submittal responses to individual committee members for scoring on evaluation criteria
- Request clarifications of suppliers' response
- Evaluate submittal responses
- Shortlist top ranked proponents
- Gather committee members for a consensus scoring to select top ranked proponents
- Review product / service demo
- Negotiate contract terms
- Review contract terms with general counsel
- Request technical approvals (if required)
- Request Privacy Impact Assessment (if applicable)
- Finalize and execute contract
- Request appropriate signing authorities to execute the contract

Post-Award

- Debrief unsuccessful proponents
- Receive WebReq from requestor
- Request financial approvals on WebReq
- Issue purchase order to supplier

1-4 weeks	1 week	1-2 weeks	3 weeks	1-2 weeks	1 day	1-3 days	1-4 weeks	1-6 weeks	1 week	1-5 days	1 day