**REQUEST FOR PROPOSAL (RFP) PREPARATION QUESTIONNAIRE**

Please provide the following information to assist Procurement in drafting your Request for Proposal.

1. Name of Project: Provide the name of the project that will be used for the title of the RFP.
2. Primary Contact Person for RFP: Provide name, department, email address and phone number.
3. New or Replacement: Is this a new project? If replacing a current project, who is the current supplier(s)? Do you have approved funding for this project?
4. Timeline: What is your timeline for needing this service or product? Will there be an implementation required, and if so, what is your timeline for implementation? If replacing a current contract, will the existing contract be fulfilled to term or will a termination be needed?
5. Campuses Included in RFP: List what campus(es) are to be included in the RFP.
6. Scope/Project Description: Briefly describe what the goals of your project are and what you are seeking to accomplish with this RFP.
7. Background Information: Is there any background information regarding your department and/or the project that would be beneficial to include in the RFP?
8. Contract Term: Generally, a contract term is 3-5 years in length. Longer terms are granted for big projects with appropriate justification. You may choose to have:
* a 1-year term with 2-4 one-year extensions
* a 3-year term with 2 one-year extensions\*
* a flat 3-5-year term\*
* Or another combination that works for your department
* One-time purchase/single event

\*Please note the University will include the ability to terminate the contract early when the term exceeds one year.

1. Technical Proposal Requirements: List all the technical requirements or specifications you are seeking for the product or service. Please include any drawings and/or other attachments that need to be sent to the suppliers.
2. Minimum Qualifications: What minimum qualifications must the supplier have?
3. Desired Qualifications: What desired qualifications would you like the supplier to have?
4. References: Do you want to require references, and if so, how many (three is the recommended minimum)?
5. Site Tour: Do you want to provide a tour for potential respondents to view/see the site(s) impacted/included in the RFP? If so, do you want the site tour to be mandatory or optional for suppliers?
6. Demonstration/Presentation: Do you want to require a demonstration or presentation from the top finalists?
7. Financial Proposal Requirements: Indicate how you would like the respondents to submit their pricing structure (i.e., flat fee, each price per product, etc.).
8. Recommended Suppliers: Please provide a list of recommended suppliers along with addresses, websites, and other contact information (including email addresses).
9. Evaluation Committee: Please provide a list of all members who will be on your evaluation committee. There is not a set number of members you must have on the evaluation committee, however a minimum of two is preferred. While adequate representation is needed, be cautious about not having too many people, making it difficult to manage and come to an agreement when reviewing and scoring responses. Please note evaluation committee members must be employees of the University.
10. RFP Supplier Responses: Do you want the suppliers to provide hard copies of their responses for the evaluation team or will electronic copies be sufficient? Do you want to limit the number of pages the suppliers can include in their response?
11. Scoring: The scoring used to evaluate the RFP is weighted and based on the desirable criteria, financials, supplier presentations, and diverse and Missouri based suppliers. The scoring matrix and desired weights will be discussed with you and the evaluation team as the RFP is finalized. Financials are not shared until the evaluation of the mandatory and desirable criteria has been completed. Typically, financials are worth 20-50% of the total points. Consider how much you think you might want the financials for this RFP.
12. IT Component: Does your project have any IT component (i.e., software, hardware, use of supplier portal or system)? If so, please contact your IT Pro or IT department to get appropriate IT requirements/ITSRQ to be included in the RFP. CIO and VP of IT approval will be required prior to posting and awarding RFP.
13. PHI Component: Will the awarded supplier have access to any patient health information?