State Request for Proposals (RFP) Template (Non-Construction)

**INSTRUCTIONS- DELETE THIS PAGE PRIOR TO POSTING**

Note to users: This template is permissive and provides language for State Agencies and Institutions of Higher Education (IHE) to use with a Request for Proposals solicitation. It includes all requirements from the Procurement Code and Rules, although your agency/IHE may have additional requirements. This template includes placeholder Sections for Background/Overview, Statement of Work/Specifications and quote submission instructions to post with the RFP. Be sure to fill all sections out thoroughly and attach the correct draft Contract or purchase order terms and conditions as well as any Exhibits and/or Attachments.

**Tips on how to use the template:**

* Complete all fillable or highlighted fields.
* Review all comments and delete when completed.
* Make any additional applicable modifications.
* Be consistent – for example, if “project” and “work” mean the same thing, use the same term throughout the solicitation.
* Use spellcheck and correct spelling or grammatical errors.
* Make all changes in track changes and accept changes when ready to finalize.
* Delete this instruction page prior to posting.
* READ the document in its entirety before publishing!

This template is based on the assumptions listed below. You may need to make additional changes for RFPs that are not based on these assumptions.

* The RFP will be posted only on Colorado VSS. If you are posting using some other systems, such as BidNet, you must modify the document accordingly to list the system and any other relevant changes.
* Quotes will be submitted via email.

**REMEMBER:**

* Add or remove any Appendices as needed
* Add or remove sections as needed
* Update the Table of Contents

Request for Proposals

**INSERT AGENCY LOGO**

**Insert Solicitation Number:**

**Insert Solicitation Title and Date**

**Insert Amendment Dates as needed**

**Vendor Response Signature Page**

**\*(Insert Solicitation # and title)**

**VENDORS:** See the solicitation document below for the response deadline and other response submission information and requirements.

Vendors responding to this solicitation must fill out this page in its entirety, sign and return with vendor’s response. This page must bear a physical or electronic signature, as electronic signature is defined in the "Uniform Electronic Transactions Act", section 24-71.3-102 (8), evincing an intent by the vendor to be bound by its response. Failure to do so may disqualify the vendor response.

The undersigned understands and agrees that misrepresentation made in this response and/or subsequent discussions or information presented to the State may be deemed sufficient cause for the refusal by the State to execute a contract as a result, and that that later discovery of any omission or misrepresentation made in the solicitation response and/or subsequent discussions or information presented to the State may be grounds for the cancellation of an existing contract.

Legal Company Name (Offeror)

**VENDOR INSERT: Full Legal Company Name**

Authorized Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: Name of Person Signing for Contractor

Typed/Printed Name

**VENDOR INSERT: Signer’s Full Name**

Title

**VENDOR INSERT: Title of Signer**

Phone Number

**VENDOR INSERT: Signer’s Phone Number**

Email Address

**VENDOR INSERT: Signer’s Email Address**

Contact for Clarifications

**VENDOR INSERT: Name of Contact**

Title

**VENDOR INSERT: Title of Contact**

Phone Number

**VENDOR INSERT: Phone Number of Contact**

EMAIL ADDRESS

**VENDOR INSERT: Email Address of Contact**

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1. INTRODUCTION
   1. General Information

On behalf of the State of Colorado, Insert State Agency/IHE is issuing this Request for Proposals for **Insert RPF title or general purpose of RFP**.

* 1. Background

**Insert additional Information**

* 1. Overview and Goals

**Insert additional information**

* 1. Sole Point of Contact
     1. The State’s sole point of contact for this solicitation is **Insert Name**, **Insert Title**, who may be reached via email at **Insert Email**, or via phone at **Insert Phone #.**
     2. Because phone lines may not be consistently monitored, email is the preferred method of communication. The individual listed above is the sole point of contact for this solicitation. Initiating contact with anyone other than this individual may result in Offeror disqualification.
  2. Schedule of Activities
     1. This Schedule of Activities is for information and planning purposes only. Schedules for Activities listed as “Estimated” may be subject to change depending on the needs of the State. All times are considered in Mountain Time (MT), as adjusted for daylight savings.
     2. The date of publication for this solicitation on Colorado VSS is **Insert Date.**
        1. Written inquiries must be submitted to insert Procurement Point of Contact email no later than insert time and date.
        2. A pre-proposal meeting will be held virtually as described below or **insert location** on **insert time and date.**
        3. The estimated date for the State’s responses to vendors’ written inquires to be published on Colorado VSS is **Insert Date.**
        4. All proposals must be submitted in the method described below no later than **insert time and date.**
        5. A public opening of the proposals will be held at **insert location or link to virtual meeting** on **insert time and date**
        6. The estimated date for demonstrations from selected proposers is **Insert Date.**
        7. The estimated date for the publication of an Intent to Award on Colorado VSS is **Insert Date.**
  3. Pre-Proposal Meeting
     1. The State will hold a pre-proposal meeting as indicated in the Schedule of Activities. This meeting will be held virtually. So that the State can plan for attendance, if an Offeror wishes to attend the pre-proposal meeting, please send an email to **Insert email** address to RSVP **by Insert date**, and include the name and email for the person who will attend the virtual meeting. A link to the virtual meeting will then be provided.
     2. **Insert additional information as needed- if it will be mandatory, who must attend from the company, any other rules, etc.**
  4. Start Date

The desired Contract or Purchase Order start date is **Insert Date.**

* 1. Anticipated Contract Term
     1. The initial term of the awarded Contract is anticipated to begin on **Insert Date** and end on **Insert Date**. This Contract may be renewed for up to **Insert number of renewal years** additional one-year periods at the sole discretion of the State. The total duration of the Contract, including all options, is not anticipated to exceed **five (5) years**.
     2. The State may extend the Contract beyond the anticipated term in accordance with the Colorado Procurement Code, and in the event that the State determines an extension is necessary.
     3. The State may, within its sole discretion, choose not to exercise any option or extension term in the Contract for any reason. If the State chooses not to exercise any option or extension term, it may re-procure the goods and/or services in its sole discretion.

1. OFFEROR’S EXPERIENCE AND PERSONNEL
   1. Organizational Experience
      1. **Insert additional information**
   2. Organizational Personnel
      1. **Insert additional information**
2. REQUIREMENTS
   1. Accessibility Requirements
      1. All work performed as a result of this solicitation must comply with all applicable provisions of §§24-85-101, *et seq.*, C.R.S., and the*Accessibility Standards for Individuals with a Disability,* as established by the Office Of Information Technology pursuant to Section §24-85-103 (2.5), C.R.S. and 3) all State of Colorado technology standards related to technology accessibility and with Level AA of the most current version of the Web Content Accessibility Guidelines (WCAG), incorporated in the State of Colorado technology standards.
      2. **Insert additional information**
   2. Insurance Requirements

The awarded Offeror will be required to submit a certificate(s) of insurance evidencing insurance coverage for, at minimum, the types and amounts of insurance as required by the Insurance provision in the Contract or Purchase Order Terms and Conditions, included in this solicitation as an attachment, prior to execution of the Contract or Purchase Order.

* 1. Mandatory Requirements
     1. **Insert additional information**

1. Scope of Work
   1. Scope of Work and Deliverables

This Scope of Work describes the deliverables sought through this RFP and the scope of what the awarded Offeror will be expected to offer through the contract resulting from this RFP. The Scope of Work is intended to provide interested Offeror’s with sufficient basic information to submit a proposal. It is not intended to limit a proposal’s content or exclude any relevant or essential data.

* + 1. **Insert additional information**

1. REQUESTED PROPOSAL FORMAT

Proposals should cover the following areas, with an emphasis on how these areas relate to the evaluation criteria listed in Section 6 below.

* 1. Demonstrated Experience and Capabilities
     1. Offeror’s Response- Offeror shall describe how the Offeror’s experience and capabilities make it the ideal candidate to perform the work. Describe experience with similar projects. Reference above of this solicitation regarding the desired organizational experience.
     2. Offeror’s Response- Offeror shall indicate key personnel who will be assigned to the project and describe their experience. Reference above of this solicitation regarding the desired organizational personnel.
  2. Accessibility Requirements

Offeror’s Response- Offeror shall describe how their proposed solution will meet or exceed the accessibility requirements detailed in this solicitation.

* 1. Mandatory Requirements

Offeror’s Response- Offeror shall describe how their proposed solution will meet or exceed the mandatory requirements detailed in this solicitation.

* 1. Technical/Business Proposal

Offeror’s Response- Offeror shall describe how they will accomplish the Scope of Work detailed in this solicitation.

* 1. Cost Proposal

**Insert additional Information**

1. EVALUATION METHODOLOGY
   1. Evaluation Process

A comprehensive, thorough, complete and impartial evaluation of each proposal received will be conducted in accordance with §24-103-203(7), C.R.S, which states, “The award shall be made to the responsible Offeror whose proposal is determined in writing to be the most advantageous to the state, taking into consideration the price and evaluation factors set forth in the request for proposal.”

* 1. Evaluation Committee
     1. An Evaluation Committee will be established utilizing measures to ensure the integrity of the evaluation process. These measures include the following:
        1. Selecting committee members who do not have a conflict of interest regarding this solicitation.
        2. Facilitating the independent review of proposals.
        3. Requiring the evaluation of the proposals to be based strictly on the content of the proposals.
        4. Ensuring the fair and impartial treatment of all Offerors.
     2. The objective of the Evaluation Committee is to conduct reviews of the proposals that have been submitted, to hold frank and detailed discussions among themselves, and to recommend an Offeror for award.
  2. Proposal Evaluation Criteria
     1. The State will evaluate proposals to determine if each Offeror meets all mandatory qualification requirements; provided, however, that the State has the authority to waive non-material mandatory requirements in certain circumstances. Reference Procurement Rule R-24-103-301-03. The mandatory qualification requirements are scored on a Met/Not Met basis and only those proposals found to meet all mandatory requirements, other than non-material mandatory requirements waived by the State, can be considered for a Contract resulting from this solicitation.
     2. Proposals will be evaluated by the Evaluation Committee using the evaluation criteria listed below. The evaluators will consider whether the Scope of Work requirements in the solicitation have been addressed, and they will review the capabilities of the Offeror, as well as the quality of the approach proposed, the price, and any other aspect determined relevant to the evaluation criteria.
     3. The evaluation criteria to be used in evaluating the proposals are as follows (and are listed in no particular order):
        1. Insert evaluation criteria, including price
  3. Demonstrations and Discussions
     1. The Evaluation Committee may, if it deems necessary, request clarifications, conduct discussions or oral presentations, or request best and final offers. Per R-24-103-203-03, discussions may be held with responsible offerors whose proposals are determined to be reasonably susceptible to be selected for award to:
        1. Promote understanding of the state’s requirements and the offerors’ proposals; and
        2. Facilitate a contract that will be most advantageous to the state taking into consideration price and the other evaluation factors set forth in the request for proposals.
     2. The Evaluation Committee may adjust its scoring based on the results of such activities. However, proposals may be reviewed and determinations made without such activities. Offerors should be aware that the opportunity for further explanation might not exist; therefore, Offerors should ensure that their submission is complete, and are encouraged to submit their best possible proposal, including pricing.
  4. Single proposal

If only one bid or proposal is received in response to a solicitation, an award may be made to the single bidder or offeror if the procurement official finds that the price submitted is fair and reasonable and that other prospective bidders or offerors had reasonable opportunity to respond. Reference Procurement Rule R- 24-103-201-02(d).

* 1. Award
     1. A Notice of Intent to Award will be published on Colorado VSS.
     2. The award determination is ultimately a business decision that will reflect an integrated assessment of the relative merits of the proposals received, using the factors set forth in in this solicitation. The State intends to award Contract(s) to the Offeror(s) whose proposal(s), conforming to the solicitation, will be most advantageous to the State, price and other factors considered.
     3. The State reserves the right to award to multiple offerors if is determined to be in the best interest of the State.