State Request for Proposals (RFP) Template

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

Tips on how to use the template:

* Complete all fillable 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 one.
* 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 based on these assumptions.

* The RFP is being posted only on Colorado VSS. If you are posting using some other systems, such as BidNet, you must modify the RFP accordingly to list the system and any other relevant changes.
* Proposals are only being submitted electronically using Box.com.
* Any pre-proposal meeting will be held virtually.

**REMEMBER:**

* Add or remove any Appendices as needed
* Add or remove sections as needed
* Update the Table of Contents
* Update the Footer with the RFP number

**IMPORTANT: DELETE THIS PAGE PRIOR TO POSTING YOUR RFP**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INSERT AGENCY LOGO**  **Insert Solicitation Number:**  **Insert Solicitation Title and Date**  **Insert Amendment Dates as needed**  **State of Colorado**  **REQUEST FOR PROPOSAL COVER SHEET & SIGNATURE PAGE** | | | | | | | | | |  | | | | | |
| **Date**: | **Insert posting date** | | | | | **RFP Number:** | | | **Insert RFP Number** | | | | | |
| **Procurement Point of Contact:** | **Insert Name**  **Insert email address**  **Insert phone number** | | | | | **Submit Sealed Proposals to:** | | | **Insert Box.Com email** | | | | | |
| **Proposal Submission Deadline:** | **Due**: **Insert date at Closing time** (Mountain Time)  Offerors are responsible to ensure timely receipt. | | | | |  | | |  | | | | | |
| **INSERT RFP TITLE**  **Offerors are asked to fill out this page in its entirety and to sign and return with their Proposal. The State of Colorado Request for Proposal Cover Sheet & Signature Page must be signed by the Offeror or an officer of the Offeror legally authorized to bind the Offeror to the proposal. Electronic signatures are acceptable.** | | | | | | | | | | | | | |
| **Legal Company Name (Offeror):** | |  | | |  | | | | | | |  | |
| **Authorized Signature:** | |  | | | | | | | | | | | |
| **Typed/Printed Name:** | |  | | | | | | | | | | | |
| **Title:** | |  | | | | | | | | | | | |
| **F.E.I.N.:** | |  | | | | | | | | | | | |  | | |  |
| **Company Address:** | |  | | | | | | | | | | | |
| **1City:** | |  | **State:** | |  | | | **Zip:** | | |  | |
| **Phone Number:** | |  | | **Email Address:** | | |  | | | | | | |
| **Contact for Clarifications:** | |  | | | | | | | | | | | |
| **Title:** | |  | | | | | | | | | | | |
| **Phone Number:** | |  | | **Email Address:** | | |  | | | | | | |

By signing this Request for Proposal Cover Sheet & Signature Page, the authorized agent acknowledges acceptance of all terms and conditions of this solicitation.

**ONLINE PROPOSAL SUBMISSION: Send an email to Insert Box.Com email, attaching the proposal as a zip folder. Please see Section 4.8 for more details. Proposals sent by other methods will not be accepted.**

**IMPORTANT:** The Zip Folder must be titled with the RFP Number, RFP Title, and the Offeror’s name, such as below:

**Insert RFP number here – Insert RFP Title here – Company Name**

Offerors are urged to read the solicitation document thoroughly before submitting a proposal.

Confirm that you are aware that the award notice will be published on VSS­­­: \_\_\_\_\_

My company is registered on Colorado VSS. \_\_\_\_\_Yes \_\_\_\_No. VCUST number if known #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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APPENDIX D- COST PROPOSAL

1. INTRODUCTIOn
   1. General information

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

* 1. background

**Insert additional information**

* 1. OVERVIEW AND GOALS

**Insert additional information**

* 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 AND SCOPE OF WORK
   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. MANDATORY REQUIREMENTS
      1. **Insert additional information**
   3. SCOPE OF WORK
      1. 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.
      2. **Insert additional information**
3. requested proposal format

Proposals should cover the following areas, with an emphasis on how these areas relate to the evaluation criteria listed in **Section 5** below.

* + 1. **Demonstrated Experience and Capabilities**
       1. **Offeror’s Response**- Describe how the Offeror’s experience and capabilities make it the ideal candidate to perform the work. Describe experience with similar projects. Reference **Section 2.1** of this solicitation regarding the desired organizational experience.
       2. **Offeror’s Response**- Indicate key personnel who will be assigned to the project and describe their experience. Reference **Section 2.2** of this solicitation regarding the desired organizational personnel.
    2. **Accessibility Requirements**
       1. **Offeror’s Response-** Offeror shall describe how their proposed solution will meet or exceed the accessibility requirements detailed in **Section 3.1** of this solicitation
    3. **Mandatory Requirements**
       1. **Offeror’s Response-** Offeror shall describe how their proposed solution will meet or exceed the mandatory requirements detailed in **Section 3.2** of this solicitation
    4. **Technical/Business Proposal**

**4.1.4.1 Offeror’s Response**- Offeror shall describe how they will accomplish the Scope of Work detailed in **Section 3.3** of this solicitation

* + 1. **Cost Proposal**

**4.1.5.1 Offeror’s Response- Describe the desired cost proposal format, or if attaching a fillable Price Sheet to the RFP, provide instructions on how it needs to be filled out**

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

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.

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.

* 1. 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 **Section 5.3.3**. 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.