

College Procedure: 730.5 – Request for Proposal

Policy Reference: 730 – Purchasing
Responsible Department: Finance
Approval Authority: Cabinet
Procedure Owner: Vice President, Finance
Effective Date: 10/18/2019

Version Number: 2
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

A Request for Proposal (RFP) is used to solicit bids from qualified vendors and identify which vendor might be the best qualified to complete the project.

The RFP:

- Informs vendors that the organization is looking to procure goods or services and encourages them to make their best effort.
- Requires the College to specify what it proposes to purchase.
- Alerts vendors that the selection process is competitive.
- Allows for wide distribution and response.
- Ensures that vendors respond factually to the identified requirements.
- Is generally expected to follow a structured evaluation and selection procedure, so that an organization can demonstrate impartiality - a crucial factor in public sector procurements.

The Procedure

For purchases of \$100,000 or greater:

- Requires a sealed bid process.
- Construction related purchases will follow Chapter 26 of Iowa Code for sealed bid procedures.
- Non-construction related purchases will proceed as follows:
- Purchase request must be approved by the Board of Trustees before issuing the notice to bidders.

- Once approved by the Board, a notice to bidders must be published within 10 business days in a newspaper of general circulation.
- Sealed bids are required and will be reviewed on the published due date and at a location open to the public.
- Once the selection is made, the purchase is authorized and a purchase order may be generated. Board approval of the selection is not necessary prior to the purchase order being issued.
- The Board will be advised of the result of the bids and winning vendor at the next board meeting following the selection of the winner.

While purchases in excess of \$100,000 require a Request for Proposal (RFP), use of the RFP to solicit bids from qualified vendors should be considered:

- For costly and/or complex purchases, especially when there are a variety of factors you need to evaluate and consider when selecting the right vendor and solution.
- When the request requires technical expertise, specialized capability, or where the product or service being requested does not yet exist, and the proposal may require research and development to create whatever is being requested.
- When re-bidding a good or service that has not been bid for five years or more.

References

RFP PROCESS
RFP SEALED BID FORM
RFP NON-SEALED BID FORM

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	10/22/2019	Cabinet	New procedure
2	10/13/2020	Cabinet	Procedures updated re: Purchases \$100,000 or greater