



CHILD & FAMILY CENTER REQUEST FOR PROPOSAL

A Request for Proposal (RFP) is a solicitation for proposals to solve a stated problem or meet a stated need. The proposal is the product of the bidder's creative thoughts and provides the detailed approach and description of what is to be accomplished or procured, as well as a price for the services or goods.

REQUIREMENTS FOR REQUEST FOR PROPOSALS

Method of Evaluation and Review Process: RFPs are formally advertised on the Child & Family Center website. A cost analysis and comparative evaluation of the RFPs will be completed using submission requirements defined below for all RFPs, as applicable.

Submission Requirements – Bidder shall provide in a separate document, the following information:

- Indicate if the bidder is a minority or women-owned business enterprise.
- The bidder's understanding of the stated problem or needs.
- Reasonableness and feasibility of the bidder's approach.
- Bidder's organizational structure, financial solvency, resources, and experience.
- Description of qualifications, lead personnel, amount of time and personnel to be expended, and equipment and facilities to be utilized.
- Description of techniques to be used in solving the stated problem or meeting the stated need.
- Total cost of the contract.
- Timeframe for completion.
- The warranty, product life expectancy, and/or the ability of the bidder to provide future maintenance and service of the item being procured.
- Quality of goods or services.
- Other important information (such as terms of delivery of goods/services).

Decision Timeline: A final decision regarding bidder selection will be made within thirty (30) days of receipt of the end of the bidder solicitation process.

DESCRIPTION OF AGENCY NEEDS

Statement of the problem to be solved/agency need:

Delivery Requirements:

Contract Terms: _____

Payment Terms: _____

Acceptable Price Range (if known): _____

Project Completion Date: _____ **Bidder Solicitation Due Date:** _____

Submit RFQ to procurement@childfamilycenter.org