

RFP/RFQ-S Questionnaire

Please provide the following information to assist us in crafting your Request for Proposal.

*****Please note that RFPs and RFQ-Ss can take approximately 6-8 weeks to complete. Please keep this in mind when planning your bid. If the bid process will result in a contract, please allow ample time for the contract review process to happen.***

1. Purchase or Lease: Are you making a purchase or entering into a lease?
2. Scope/Project Description: Briefly describe what the goals of your project are and what you are seeking to accomplish with this RFP.
3. Sustainability: If you wish to address environmental sustainability, do so here. See <https://procurement.tennessee.edu/sustainability/> for more information.
4. PO Term: Generally a PO term can be up to 5 years in length. Any term longer than 5 years needs CBO approval, which your solicitation coordinator will seek, if needed. You may choose to have:
 - a flat 5-year term
 - a 3-year term with 2 one-year extensions
 - a 1-year term with 4 one-year extensions
 - Or another combination that works for your department as long as the term does not exceed five years.

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

5. Technical Proposal Requirements: In the technical requirements section you will need to list all of the requirements or specifications you are seeking for the product or service.
6. Financial Proposal Requirements: Please indicate how you would like the respondents to submit their pricing structure.
7. Mandatory qualifications: What mandatory qualifications must the supplier have?

Examples of mandatory qualifications include:

- Number of higher-education clients
- Industry-specific certifications/licenses
- Compatibility with existing UT equipment, software, etc.

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8. References: How many references do you want to require (3 is the recommended minimum)?
9. Demonstration/Presentation: Will you require a demonstration or presentation by the suppliers who are participating in the RFP?
10. Recommended Suppliers: Please provide a list of recommended suppliers along with addresses, websites, and other contact information (including email addresses).
11. Evaluation Committee: Please provide a list of all members who will be on your evaluation committee including the person who will be designated the committee chair. Please note that evaluation committee members must be employees of the University.
12. Scoring: The cost proposal of an RFP must be weighted at least 30% of total possible points. For example, if your total points on an RFP are 1000, you would allocate 300 points to the cost proposal and 700 points to the technical proposal.
13. Requisition: Please submit a requisition in DASH and attach all the information required in this questionnaire to the requisition. This must be in an editable Microsoft Word format.
14. Please Note: The Procurement Office must receive copies of your Solicitation Evaluation Attestation Form (SEAF) before the bid can be posted. This form will be supplied to you by your solicitation coordinator (buyer). It can be submitted as an attachment with the requisition submitted in DASH