

## Attachment F-6 Request for Proposal (RFP)

A Request for Proposal (RFP) is a written solicitation document for purchases acquired by means of the competitive sealed proposals procurement method. Generally, an RFP is recommended when factors other than price are to be considered, negotiations are desired, requirements cannot be described by detailed specifications included in a PO, or the vendor is expected to provide innovative ideas. This solicitation type must be used when an IFB is not practicable or advantageous.

One of the key differences between an IFB and RFP is that negotiations are allowed in an RFP and not allowed in an IFB.

See attached Sample Form from the Texas State Comptroller website, under Other Forms: RFP Template for Client Services Procurements

**Interagency Coordinating Group  
Subcommittee: Improving Contracting Relationships  
RFP Template for Client Services Procurements  
March 2012**

**\*Client Services Procurement is defined as the purchase of goods or services that benefit the clients or recipients of a State agency.**

**Section I: General**

Scope  
Terms and Conditions  
Compensation  
Schedule of Events  
Agency Point of Contact  
Definitions  
(Additional components may be added as needed)

**Section II: Statement of Work**

Service Requirements  
Subcontractors  
Performance Tracking  
(Additional components may be added as needed)

**Section III: Proposal Information**

Revision to Schedule  
Pre-Proposal Conference  
Proposal Requirements  
Inquiries  
Proposal Submission  
Delivery of Proposals  
Proposal Opening  
Proposal Evaluation and Award  
(Additional components may be added as needed)

**Section IV: Historically Underutilized Business Participation**

**Section V: Contract Information**

**Section VI: Attachments**