

Procurement Resource Abstract



Title	Leveraging the RFP in State Technology Procurements
Sponsoring Organization(s)	National Association of State Chief Information Officers (NASCIO) and the National Association of State Procurement Officials (NASPO)
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Synopsis	<p>This document addresses the RFP process from inception through the selection of a solution provider and the development of a legally binding contract covering the services/products to be delivered. The paper is broken into four sections.</p> <p>RFP Planning where several subjects are discussed and recommendations proposed. This includes how the planning process should be organized, the type of governance organizations that are appropriate through determining the type of RFP that best fits the services being procured.</p> <p>Writing the RFP which discusses the level of detail that should be included as well as how much technical specifications should be included. Discusses the pros and cons of including T & C in the RFP. It also addresses the protection of trade secrets that may be included in RFP responses. It also discusses whether outside RFP expertise should be sought.</p> <p>Post RFP release issues are discussed including the need for communications between buyer and seller and how that may be accomplished within the restrictions that exist in law and practice. Discusses the need for a communications format or approach as part of the RFP process and emphasizes the importance of reaching a meeting of the minds.</p> <p>Alternate approached to the traditional RFP are discussed in a separate section in which other methods are described. The paper is written to reflect the role and view of the State Chief Information Officer but the principles examined are applicable at all levels of government. Although the article is dated (2005) the principles enunciated remain valid even in today's IT space.</p>
Topic Areas	Procurement Guides
Web Reference	http://www.nascio.org/publications/documents/NASCIO-leveragingRFP.pdf