RFX Process
(RFX = Request for... X → Proposal, Information, Quote)

Prepare RFX specifications
- Customer consults with Sourcing on scope of work, technical specifications and timeframe
- Customer sends RFX Preparation form to Sourcing
- Sourcing reviews documentation, confers with customer on strategy

Post invitation to RFX
- Bids are posted electronically
- Pre-bid conference conducted, if needed
- Questions and answers are facilitated electronically to all bidders

RFX Closing
- Sourcing reviews RFX submissions for responsiveness
- Responsive RFXs are tabulated
- RFX contents are not publicly disclosed

Evaluation and Award
- Responses are evaluated against pre-established criteria
- Preliminary evaluation results are shared with customer
- RFX presentations may be requested at the discretion of the University
- Customer submits a signed Bid Results for Consideration form to Sourcing
- Contract is negotiated and fully executed. Purchase order and terms and conditions are issued.

Measure Performance
- Cost savings and other contracted value-adds are documented, tracked, monitored and reported.

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