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.