



# Checklist for RFQ Process

**Professional Service:** \_\_\_\_\_

	<b>Preparation work:</b>	<b>Completed</b>
	Perform assessment of current provider's services	
	Identify key needs	
	Draft RFQ, and determine who will be staff contact for questions received	
	Draft any additional attachments/documents needed	
	Determine where to post (register/paper/website)	
	Determine how long to post (3 weeks minimum)	
	Find out when publishing deadlines are due	
	Determine how to rank/rate applicants	
	Determine who will rank/rate applicants	
	Get approval from Board or Administrator to proceed (Legal and Engineering)	
	<b>Posting:</b>	
	Distribute to posting site(s)	
	Upload posting and attachments to website	
	Send out via email with website link to current Provider and additional providers if requested to be included	
	<b>While it's Posted:</b>	
	Respond to questions as received	
	Thank any applicants upon receiving Proposal, update applicant on steps of process	
	Rate/Rank applicants as they come in	
	<b>After Submittal Deadline:</b>	
	Review applicant rankings, narrow down to 3 top candidates if possible	
	Schedule interview/walkthroughs if previously determined as part of process	
	Provide recommendation to Administrator for approval	
	Upon approval from Administrator, work out details of contract with selected Consultant	
	If Contract is agreed upon by both parties, determine start date, execute contracts signed	
	Contact other applicants to notify them of the decision	
	<b>Special Considerations:</b>	
	<b>If you do not receive enough applicants, or there is not a good match, extend or re-post</b>	