



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Financial Services/Purchasing
Issue/Revision Date: 12/01/2017

Requests for Proposals

Policy:

Requests for Proposals (RFPs) are used for purchases that are highly technical or more complex in nature, for which various configurations or products or services may be proposed to meet the University's requirements. RFPs are evaluated based on a combination of cost, mandatory requirements and desirable criteria as outlined in the specifications. A minimum of 50% of the total points must be based on cost; any exception to this minimum requirement must be approved by the Director of Purchasing. The financial evaluation is performed by the Purchasing Department separate and apart from the endorser evaluation of the mandatory/desirable criteria. The RFP is awarded to the respondent receiving the most overall points.