

PERSONAL SERVICE CONTRACT REQUEST FOR PROPOSAL INSTRUCTIONS

Request for Proposal (RFP) to procure professional services (Personal Service Contract) must be comprised of the following. Please reach out to Procurement Services for RFP documents:

- I. REQUEST FOR PROPOSAL COMPONENTS. Section 4.4 is an outline of the elements that comprise a Request For Proposal. Departments are encouraged to use as many pages as necessary to fully describe each element.
- 1) SCOPE OF SERVICES REQUIRED: Fully describe the service(s) the vendor is being asked to perform. Departments should provide the period of time the required services are to be performed. If the PSC is to be with a public relations firm, the following sentence must be included in the RFP: “The vendor and the University department will work with the University’s Office of Communications and Marketing to ensure compliance with the University’s graphic identity standards and strategic planning/branding initiatives.”
If sensitive data or website development is involved in the services the Office of Information Security should be consulted for any required language to be included in the RFP document.
 - 2) INFORMATIONAL BACKGROUND: In order for vendors to understand how to respond to the RFP, information should be provided that describes the department(s) for whom the services are to be performed. In addition, provide any other relevant statistical information that would help the vendors compose their response.
 - 3) REQUIRED PROPOSAL SUBMITTALS: Describe for respondents the items/elements that respondents should submit including:
 - a. Proposed Cost: Payment will be upon receipt of deliverables/services and not made in advance.
 - Fee (i.e. based on hourly rate X hours worked, deliverables completed, etc.)
 - Other expenses (i.e. travel)
 - b. Experience (what is the required experience and what should be submitted to evaluate this criteria)
 - c. Time frame to complete service (if applicable)
 - d. (Any additional appropriate criteria)
 - 4) METHOD OF AWARD: Describe the criteria that will be used to evaluate each RFP response and upon which the contract award will be based. The following criteria are suggestions and criteria may vary depending upon the service(s) required. All items listed must also correspond to what is submitted. Percentage is based upon 100% total.
 - a. Cost _____(%)
 - b. Experience _____(%)
 - c. Time frame to complete service _____(%)
 - d. (Any other appropriate criteria).
- III. FURTHER INSTRUCTIONS
- 1) Attach a copy of any appropriate documents for vendor reference when submitting their response to the RFP for example, grant proposal specifications.
 - 2) All RFPs issued for the purpose of establishing a personal service contract must be publicly advertised. The Procurement Services planroom will be utilized to satisfy the public advertising requirement. If the originating department chooses to use additional advertising avenues, then an advertisement can be placed in a newspaper of general circulation.
 - 3) The RFP **website link** must be sent to a minimum of three (3) vendors. If three (3) vendors are not known, then the RFP must be sent to as many as known by the originating department. In the event, the originating department must prepare documentation as to why the minimum could not be met. Documentation, including the following, must be maintained by the originating department:
 - Name of Vendor
 - Address and Contact Person
 - Date the Request for Proposal was distributed
 - 4) Vendors must be given a **minimum** of seven (7) days to respond to the RFP and may require more time due to the service(s) required.
 - 5) Proposals must not be accepted after the due date and time indicated on the cover/signature page.

- 6) An evaluation committee must be established, and each proposal received must be evaluated in accordance with the criteria listed in the RFP. After all scoring is completed a summary scoresheet of the evaluations must be completed.
- 7) Negotiations may commence with the highest scoring vendor upon completion of proposal evaluations. If compensation cannot be agreed upon with the best qualified offeror and if proposals were submitted by one (1) or more other offerors determined to be qualified, negotiations may be conducted with the other offeror or offerors in the order of their respective qualification ranking. In this case, the contract may be awarded to the next best ranked offeror for a fair and reasonable compensation.
- 8) The originating department must submit to Procurement Services the following for approval before executing the PSC :
 - Evaluation Summary
 - Copy of Request for Proposal issued by the originating department
 - Copy of response from the selected vendor
- 9) The originating department must complete the appropriate PSC forms and email to Procurement Services.

REQUEST FOR PROPOSAL COMPONENTS

1) Scope of Services:

2) Informational Background:

3) Required Proposal Submittals:

- a. Proposed Cost: Payment will be upon receipt of deliverables/services and not made in advance.
 - Fee (i.e. based on hourly rate X hours worked, deliverables completed, etc.)
 - Other expenses (i.e. travel, if applicable)
- b. Experience (what is the required experience and what should be submitted to evaluate this criteria)
- c. Timeframe to complete services (if applicable)
- d. (Any additional appropriate criteria)

4) Method of Award:

- a. Cost _____ (%)
- b. Experience _____ (%)
- c. Timeframe _____ (%)
- d. (Anything additional Required Proposal Submittals will need % assigned)

5) Contract Period :

Desired contract start and end dates are _____ through _____.

No services are to be provided prior to the start date indicated on the fully executed Personal Services Contract (sample provided).

6) Questions: (Optional)

All questions regarding this RFP are due by (approx. 5 days from posting of RFP) at (time) Eastern Standard Time and are to be emailed to (name and email address). Answers to questions will be issued as an addendum and posted to the website location of the RFP by (approx. 3 days following due date).