RFP WIOA Adult/Youth Provider Process 2017
*Dates Tentative*

1. Project need is identified by Agency and State Procurement Bureau (SPB) and/or Procurement Officer is contacted for assistance.

2. Agency prepares specifications and scope of project/statement of work using the RFP template.

3. RFP materials are sent to WIOA Committee members for review.

4. WIOA Committee Meeting, RFP agenda item.

5. Executive Committee Meeting agenda item.

6. Evaluation factors are finalized by agency.

7. Draft RFP and suggested vendors sent to SPB.

8. SPB finalizes RFP document for agency approval.

9. SPB establishes the mailing list.

10. RFP is Issued by the Department of Administration.

11. Pre-Proposal Conference.

12. Q&A Period. Deadline for submissions to SPB.

13. Q&A responses posted by SPB.

14. Agency and SPB develop scoring methods (ties with #6).

15. RFP’s due to SPB.

16. Department of Administration reviews and inspects proposals.

17. Pre-evaluation conference call to review scoring process.

18. RFP materials to WIOA Committee evaluators.

19. Youth Provider scoring meeting.

20. WIOA RFP Scoring Meeting.

20 a. Determine if proposals are responsive.

20 b. Send out clarification questions if required.

20 c. Interviews, demonstrations requested if required.

20 d. Best and final offers requested if required.

20 e. Final evaluation.

20 f. Complete scoring matrix and committee recommendation submitted to procurement officer for approval.

21. SWIB Meeting, finalize RFP Selections.

22. SPB sends out Request for Documents Notice to highest scoring offeror.

23. Agency conducts final negotiations with offeror if required.

24. Contract is reviewed and signed off by the SPB and agency.

25. Contract issued when required documents are in. Signed copy sent to the SPB.

WSD Staff & DOA

WSD Staff (Agency)

Department of Administration / State Procurement Bureau