

## WHAT IS AN *RFP*?

An RFP, or Request for Proposal, is a process enabled by State law to solicit certain types of professional services, including, but not limited to, such professions as consultants, accountants and auditors.

In an RFP solicitation, the City includes a general scope of work to address a certain need. Vendors respond with a detailed proposal on how to best meet the City's need, why the particular vendor should be selected, and what cost is involved.

Unlike an Invitation to Bid, an RFP does not lock the submitter into a specific price or detailed scope of work. That is part of a negotiated process involving the selected vendor and the City.

In most RFP solicitations, a number of responses are received. A committee of City employees reviews the submissions to determine if they meet the basic requirements and qualifications. Companies or individuals who are reasonably qualified to do the work are invited to meet with City officials to review their proposals and engage the City in dialogue concerning the project.

Following these individual meetings, the RFP committee scores each proposal based on a criteria included with the original solicitation. The committee then talks again with the highest scoring proposer to finalize price and scope of work. The proposer is then recommended for award by the Irving City Council.

To be responsive, proposals must be received by the advertised date and time. Following the receipt of proposals, only the names of proposers are read at the public opening. Following the award, all proposals become public record. If questions arise as to confidentiality of materials in a proposal, the State Attorney General's office rules on what may be released.