

Steps to Construction and Properties (CAP) RFP Process:

1. Agency identifies their need and funding source.
2. Agency and CAP identify key stakeholders.
3. Agency and CAP identify a timeline for the RFP release for project implementation needs.
4. CAP establishes a selection committee of agency stakeholders to evaluate the RFP draft (solicitation) and organizes a point of contact for RFP inquiries.
5. CAP and agency work together to define the scope, specification and requirements of the RFP.
6. CAP reviews RFP details before release (evaluation criteria is set, legal review occurs, and window of response opportunity defined).
7. CAP releases RFP to general public.
8. CAP and agency await RFP responses and field any questions related to the open solicitation (length depends on scope and timeline of project).
9. Once solicitation period is over, CAP and agency selection committee review the RFP proposals and score them using the evaluation criteria set before solicitation release.
10. Selection committee scores and ranks responses to RFP.
11. CAP consults agency leadership to seek approval of top-scored vendor before negotiation period begins.
12. Once approved, negotiation for price and contract terms begins (length of negotiations depends on scope and complexity of project).
13. If negotiations of contractual terms fail or stall, CAP and the selection committee may move on to the next highest scored supplier/responder.
14. Once negotiations are finalized and terms are agreeable to both parties, CAP will assist the agency in executing the contract.
15. Execute contract and implementation.

General Standards:

- The RFP process is conducted in accordance with **Title 61 O.S. § 62 and OAC 260:65-1-1**.
- All information contained in the proposals is subject to the Open Records Act; however, release of information in the proposals shall be delayed until an award of contract is made by the Office of Management and Enterprise Services.
- The Office of Management and Enterprise Services may reject any and all proposals.
- Members of the evaluation team **shall not** publicly discuss or release information from the proposal or evaluation process until an award of contract is made by OMES.
- The using agency shall **not** release information in the proposals to governing boards or commissions or the public until an award of contract is made by OMES.
- The Office of Management and Enterprise Services may enter into negotiations with one or more respondents and may enter into contracts with the respondent or respondents selected by the

committee.