

RFP Bid Checklist		Description of Good / Service			
_____ Bid Number	_____ Purchasing Agent Name				
_____ Date Request Received:	_____ Number of Suppliers Solicited				
_____ Date Completed:	_____ Number of Suppliers Responded				
0	Working days between Receipt and Notice of Intent				
Samples	Date Samples received	Date			
	Date Samples returned	Date			
	Reviewed by				
Pre Bid /Acquisition Planning	Requisition	_____ Check for receipt of RQS information / form with DOM approval _____ Estimated Contract Value _____ Acknowledge Receipt of RQS and respond to customer with bid time line _____ Is this a renewal (Yes or No)? If Yes go to Renewal Checklist, If No then proceed			
	Research	_____ Research market & develop strategy (are getting the best price?) _____ Benchmark pricing > 50K _____ Market place analysis > 50K _____ Conduct spend analysis > 500K _____ Conduct agency survey			
	Bid Creation	_____ Create supplier contact spreadsheet / bid list _____ Complete I/3 document _____ Complete RFP Document _____ ***Include Iowa Preference*** _____ ***Include recycled content***			
Bid	Posting (Mandatory 48 hr delay)	_____ ***Date posted to TSB website*** _____ ***Date posted on Bid Opportunities site*** _____ Send Completed bid to vendors (bid list)			
	Site Visit, Vendor Conf.	_____ Date and time of site visit / conference _____ Due date for response to suppliers questions from site visit/conference			
	Addendum, Additions & Changes	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> _____ Addendum #1 Posted to bid opportunities _____ Date sent to suppliers _____ Save to electronic file </td> <td style="width: 50%; padding: 5px;"> _____ Addendum #3 Posted to bid opportunities _____ Date sent to suppliers _____ Save to electronic file </td> </tr> <tr> <td style="padding: 5px;"> _____ Addendum #2 Posted to bid opportunities _____ Date sent to suppliers </td> <td style="padding: 5px;"> _____ Addendum #4 Posted to bid opportunities _____ Date sent to suppliers </td> </tr> </table>	_____ Addendum #1 Posted to bid opportunities _____ Date sent to suppliers _____ Save to electronic file	_____ Addendum #3 Posted to bid opportunities _____ Date sent to suppliers _____ Save to electronic file	_____ Addendum #2 Posted to bid opportunities _____ Date sent to suppliers
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		Save to electronic file		Save to electronic file
Question & Answer		Due date for questions & clarifications		
		Due date for written response to questions & clarifications		
Due Date		Bid Close Date		Bid Close Time
Post Bid	Review for Compliance	Bid security Site visit paperwork included in bid or proposal if required Review bids for compliance Insurance, do we need a copy Check for Reciprocal Agreements http://www.das.state.or.us/DAS/SSD/SPO/reciprocal_detail.shtml		
	Evaluation	RFP Email bid list to suppliers Forward Proposals to Evaluation Committee Evaluation completion date File Evaluation Summary		
	5 day appeal period (Mandatory 5 day delay)	Date sent Notice of Intent to Award with bid tabulation Referencing 5 day appeal Check Vendor Registration of low bidder Begin Creating the Contract in I/3 Insert Attorney Generals insert into MA or PO I/3 contract File Electronically Notice of Intent to Award Date appeal period ends		
	Contract Finalization	Send Contract out for signature Date of receipt signed contract ***Put Signed Contract in Electronic Folder*** Post in Share Drive to be posted on web site		
	Documentation	Dollar Savings on MA's that are rebid Potential Dollar Savings from Early Payment Discounts Dollar Savings from Negotiations Record bid info on <i>DAS Agency Feedback Data Sheet</i> in share drive-DAS Contacts Are 'Green' products on this contract (Ex. EPEAT, Eco Logo, Green Seal, Low VOC)		
	Test	Create a Test D.O. to ensure functionality		

*****Auditor Required Documentation*****