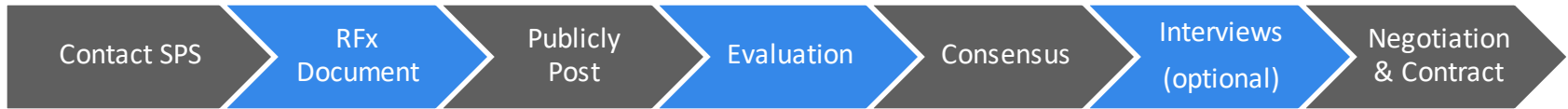


# RFX Process and Timelines

## A Collaborate Effort



# RFx Process



- Collaborative process between SPS and Client team
- The Client team could involve many different areas of expertise
- From start to finish, it can take between 14-25 weeks depending on the complexity of the procurement
- If SPS does not receive communication from the client for 2 weeks, the RFx is put back into the queue

# RFx Process



1. Buyer meets with Client to discuss project, timelines and process
2. Document drafting is a collaborate effort between SPS and the Client team.

Time: 2-8 weeks

Commitment from: SPS and Client (Client to include all applicable team members in meetings).

# RFx Process



1. Post RFx on Biddingo, minimum 25 business days

Time: 5 weeks

Commitment from: SPS and Client, client to provide answers to questions during addendum period

# RFx Process



1. Pre-evaluation meeting is held by SPS if necessary
2. Mandatory requirements are checked by SPS
3. Clients review and score all submitted proposals/submissions (in Bonfire tool)

Time: 1-2 weeks depending on the number and complexity of the submissions

Commitment by: SPS and Client (mostly Client/evaluators here)

\*note- If evaluator cannot commit to entire evaluation and demonstration process, they must find an alternate to replace them

# RFx Process



1. Consensus meeting held when scoring is complete to review the evaluations

Time: 3 hours

Commitment by: SPS and Client (**ALL** evaluators must be present)

# Rfx Process



1. Upon completion of the consensus meeting, top scoring proponents are identified
2. Agenda is prepared for proponents invited to present
3. Approximately one week notice is given for vendor preparation
4. Vendor demos/presentations are held, and demo scores are entered
5. Final pre-price ranking is done

Time: 2 weeks (1 week notice, 1 week for multiple presentations)

Commitment by: SPS and Client (all evaluators must be present)

# Rfx Process



1. Procurement opens and scores the pricing submitted by top scoring proponents (vendors that were successful to the interview stage)
2. Final ranking is complete
3. Negotiations begin with the top scoring proponent. We have 30 days to reach an agreement, after which, if unsuccessful, 2<sup>nd</sup> ranked proponent is contacted
4. SPRA and PCI compliance assessments are initiated and completed
5. Contract is drafted, approved and signed when all documents are complete
6. When signed contract is in place, purchase requisition can be entered into acQuire

Time: 2-4 weeks if SPRA and PCI are straightforward, but can take a number of months to complete if complex



# RFx Process

Now, the Client can:

- Order their goods/services
- Kick off their project

