# **RFX Process**

#### $(RFX = Request for... X \rightarrow Proposal, Information, Quote)$

### Prepare RFX specifications

 Customer consults with Sourcing on scope of work, technical

specifications

and timeframe

- Customer sends RFX Preparation form to Sourcing
- Sourcing reviews documentation, confers with customer on strategy

### Post invitation to RFX

- Bids are posted electronically
- Pre-bid conference conducted, if needed
- Questions and answers are facilitated electronically to all bidders

#### **RFX Closing**

- Sourcing reviews RFX submissions for responsiveness
- Responsive RFXs are tabulated
- RFX contents are not publicly disclosed

## Evaluation and Award

- Responses are evaluated against pre-established criteria
- Preliminary evaluation results are shared with customer
- RFX presentations may be requested at the discretion of the University
- Customer submits a signed Bid Results for Consideration form to Sourcing
- Contract is negotiated and fully executed. Purchase order and terms and conditions are issued.

#### Measure Performance

 Cost savings and other contracted value-adds are documented, tracked, monitored and reported.

