

**Effective 3/28/2016**

**63G-6a-703 Request for proposals -- Requirements -- Publication of request.**

- (1) The request for proposals standard procurement process begins when the division or a procurement unit with independent procurement authority issues a request for proposals.
- (2) A request for proposals shall:
  - (a) state the period of time during which a proposal will be accepted;
  - (b) describe the manner in which a proposal shall be submitted;
  - (c) state the place where a proposal shall be submitted;
  - (d) include, or incorporate by reference:
    - (i) a description of the procurement items sought;
    - (ii) a description of the subjective and objective criteria that will be used to evaluate the proposal; and
    - (iii) the standard contractual terms and conditions required by the authorized purchasing entity;
  - (e) state the relative weight that will be given to each score for the criteria described in Subsection (2)(d)(ii), including cost;
  - (f) state the formula that will be used to determine the score awarded for the cost of each proposal;
  - (g) if the request for proposals will be conducted in multiple stages, as described in Section 63G-6a-710, include a description of the stages and the criteria and scoring that will be used to screen offerors at each stage; and
  - (h) state that best and final offers may be allowed, as provided in Section 63G-6a-707.5, from responsible offerors who submit responsive proposals that meet minimum qualifications, evaluation criteria, or applicable score thresholds identified in the request for proposals.
- (3) The division or a procurement unit with independent procurement authority shall publish a request for proposals in accordance with the requirements of Section 63G-6a-112.

Amended by Chapter 355, 2016 General Session