PROCUREMENT & CONTRACT SERVICES

Independent Contractor/Employee Status Form Update &
Request for Proposals (RFP) Guide

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Director Procurement & Contract Services

5–10–2012
Human Resources and the Procurement Department updated this form on March 2012.

The new form added 8 new yes/no questions.

Due to the review process that must be completed please allow 5–10 days for this review. If it is an urgent matter that cannot wait please so indicate on your requisition.
We are also asking that a complete and full description of services be provided on your form. The more complete information that you provide will make the review process move more quickly.

Example of a poor description

Provide design services

Example of a better description

Provide design services for the Sacramento Business Review (SRB) January 2012 which shall consist of 32 – 8.5 x 11, 4cp/4cp bleeds, editorial content produced CBA, press check/bindery check.
The Request For Proposal (RFP) Guide was developed as an additional tool for the campus users to help identify and write RFP’s.

The RFP method may be best used when the requesting department isn't certain about what it wants and is looking for a firm or individual to develop a solution and cost estimate.
The Procurement Office prepares and issues the RFP, manages the RFP process, answers all questions during the process, reviews the responses to determine if responsive, fair and reasonable, facilitates the evaluation process and negotiations, notifies proposers of intent to award, manages protests, and issues the contract resulting from the RFP.
What are the components of an RFP?

- General and Administrative Information
- Scope of Work
  - Specific –
  - Measurable –
  - Attainable –
  - Relevant/Realistic –
  - Timely –
- Evaluation Criteria and Selection
Resources / Questions

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