



AN EXPLANATION OF THE RFP PROCESS:

- A **Request For Proposal (RFP)** is a document we produce that contains the details or scope of what goods/services Jefferson College is looking to acquire for a specific project along with all the pertinent deadlines, points of contact, and available details.
- It is **supplied to vendors** interested in competing for the project/goods/services.
- An **RFP package** results in a sealed bid document from these vendors/bidders.
- These requests will **normally be advertised in the newspaper for two weeks**. This is followed by a pre-bid meeting and an additional period of preparation time.
- On the day of the submission deadline, the **sealed bids are opened and read publicly**.
- The bids are **evaluated and a recommendation is made** to the Board of Trustees (as an agenda item during a scheduled meeting) to award a contract.