



Informal RFP?

Yes, Virginia, There is a Process!

Presented by
Barbara J. Layman, VCM, CPPO
Cindy W. Wilson, VCM, CPPO



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What To Expect Today

Who Are We?

Why Is This Important/Unique?

Do You Already Have The Tools?



Time to Get the Juices Flowing!

Negotiation? No way, not me!

IFB vs. RFP.... What's best for my organization?

Why / Why not use this method?

RFP vs. IFB

Request for Proposals / Competitive Negotiation

- needs not fully known
- often complex/technical
- proposals requested
- negotiations mandatory
- highest ranking offeror*

Invitation for Bids / Competitive Bidding

- clearly defined needs
- firm bids to supply goods or services
- no negotiation
- lowest responsive & responsible bidder



What Does Informal Really Mean?

Adjective:

- having a relaxed, friendly or unofficial style
- casual, suitable for everyday wear

Simple Definition:

- marked by the absence of formality or ceremony
- characteristic of/appropriate to ordinary, casual, familiar

Case Studies

- Statement of Needs Examples



5 Minutes

- RFP vs IFB...How do you decide?

Case Study – URFP #14DM02

- Underground Mine Emergency Evacuation Video
 - DMME, Teresa Flanary, VCO, buyer senior
 - End result? Desired?
 - Path to get there? Collaboration?
 - Importance of cost? Safety?

Case Study – URFP #301-16-104

- Furnish & Install Steam Sterilizer, Harrisonburg RAHL
 - VDACS, Kevin Steinbrecher, APP, CPPB, VCO senior contract specialist
 - End result? Replace existing/outdated
 - Needs?
 - Fit existing space?
 - Connect to existing infrastructure

Characteristics / Key Words

- training
- extensive experience required
- furnish & install
- style shall include...
- script is to be created...
- should provide greater knowledge...



Start



**Determine
Requirements**



**Plan the
Procurement**



**Identify
Suppliers**



**Prepare
Informal RFP**



**Issue
Informal RFP**



**Optional
Pre-Proposal
or Site Visit**



**Receive &
Evaluate Proposals**

↓
**Determine Negotiation
Points & Negotiate
Determine Award**

↓
**If needed, obtain a
Certificate of Insurance**

↓
**Optional Issue Notice of
Intent to Award**

↓
**Award Contract
Post Notice of Award**

↓
**Order Follow-up or
Contract Administration**

↓
End

Today's Take Aways

- IFB not synonymous with easy
- RFP not synonymous with complex
- Take advantage of flexibility
- Do Not Be Afraid



Kevin Steinbrecher, A.P.P. CPPB, VCO
Senior Contract Specialist

Virginia Department of Agriculture & Consumer Services
804.225.4887 / kevin.steinbrecher@vdacs.virginia.gov
URFP #301-16-104 Furnish & Install Steam Sterilizer

Teresa Flanary, VCO
Senior Buyer

Virginia Department of Mines, Minerals and Energy
276.523.8119 / teresa.flanary@dmme.virginia.gov

URFP #14DM02 – Create Underground Mine Emergency Evacuation Video



Barbara J. Layman, VCM, CPPO
Procurement Management Account Executive – southwest Virginia
Department of General Services
Division of Purchases & Supply
Policy Consulting & Review Bureau
540.676.7380 / barbara.layman@dgs.virginia.gov

Cindy W. Wilson, MBA, CPPO, CPPB, VCM, VCO, CEPP
Procurement Management Account Executive
Department of General Services
Division of Purchases & Supply
Policy Consulting & Review Bureau
804.225.3354 / cindy.wilson@dgs.virginia.gov