

Developing and Managing Requests for Proposals Course Syllabus

Welcome to Developing and Managing Requests for Proposals

NIGP's foundation course *Developing and Managing Requests for Proposals (RFPs)* is designed for procurement professionals who are either new to RFPs or want to enhance their understanding of the RFP procurement process. This course offers an in-depth examination of the RFP process, best practices from the decision to solicit using an RFP, and development of the RFP document through the stages of evaluation, negotiation, contract writing, and completing the process.

The RFP process is particularly subject to local rules and regulations. This course examines universally accepted practices while taking into account local requirements.

Textbooks and Materials

Developing and Managing Requests for Proposals in the Public Sector by Khi V. Thai, Ph.D. Participants receive this eBook when they register. Additional readings will be provided as the course progresses.

Course Objectives:

Upon successful completion of this course, participants will be able to:

- Select the best solicitation process for a given procurement.
- Plan market research.
- Draft a Scope of Work.
- Develop evaluation criteria and form the evaluation team for a specific procurement.
- Describe the underlying principles of handling proposals.
- Evaluate proposals and select an offeror.
- Prepare to conduct a negotiation.
- Identify essential terms and conditions of a contract.
- Prepare to conduct a debriefing session.

Benefits of this online format

Some of the benefits of taking this as an ten-week online course are:

- No travel costs.
- No time away from the office.

- Work is spread over 10 weeks so that you can better study and absorb the content.
- You can do the coursework when your schedule allows as long as you complete the weekly assignments.
- Your classmates are from a wide range of entities enabling you to learn about different practices.

NIGP Online Course Rules

Course Activities

The course is organized by week. Each week may contain:

1. Assigned reading from the textbook and other provided sources
2. Discussion and questions
3. Individual and/or group assignments, and
4. A self-assessment

Basis for Grading

You will receive a grade of pass or fail. In order to pass you must:

1. Achieve a score of 80% on threaded discussion participation
2. Work with your small group to complete the assignments
3. Achieve a score of 70% on the final exam
4. Achieve a score of 70% on all weekly self assessments
5. Submit a course evaluation.

Attendance Policy

Learner attendance is defined as active participation/discussion in the course tasks as outlined in the weekly course activities and syllabus.

- Learners who do not log into the course and participate in the Week 1 activities are inconveniencing their fellow group members and are at risk of being removed from the course.
- Failure to participate by the end of Week 2 will result in being dropped from the course and loss of course fees.
- You must respond to the instructor's questions on the discussion board with a well thought-out and substantial comment, as well as a substantial comment on at least one other classmate's response within the discussion. You are required to participate in discussions every week,
- You must contribute to each weekly assignment. Working with your group, you will reach consensus on your responses and submit a group document for each assignment.

Your instructor will be tracking your progress through your contributions. If life or work events cause a temporary absence from the course please notify your instructor or the moderator and your group.

Course Schedule

Compare this course schedule to your personal and professional schedules to identify weeks with heavy workloads. While you cannot complete teamwork assignments ahead of time, you may want to read ahead at times. This schedule may be changed with prior notice at any time during the course.

Week 1: Introduction Week

Focus:

The activities this week will prepare you to work effectively in an online learning environment.

- Read the detailed syllabus.
- Read the Course Rules.
- Participate in the whole class discussion (DMRFP Main Discussion). Read the instructor's welcome post and Reply. Share who you are and what types of procurement you engage in.

Week 2: Request for Proposals - An Overview & The RFP Process

Focus: The activities this week provide an overview of the procurement process and the factors to be considered when determining which procurement method is selected. This week will also provide a big picture of the RFP process starting with funding and market research and going through the evaluation of the responses to the RFP.

Week 3: Developing the RFP Document

Focus: Scope of Work and specifications express what is needed and the terms and conditions that must be met. These elements are reflected in the evaluation of the proposals and ultimately become part of the contract.

Week 4: Proposal Handling and the Evaluation Process

Focus: Once the proposals are received they must be carefully handled and fairly processed and evaluated to comply with transparency and objectivity requirements. This week's activities focus on the proper conduct and processes required of the procurement function as guardians of the public trust.

Week 5: Evaluation Methodologies

Focus: Because the RFP process focuses on obtaining the "best value" rather than lowest price, the RFP evaluation method becomes very important. It is basically a subjective process that is made to be as objective as possible.

This section examines the elements of responsibility, various evaluation methodologies, price and cost analysis, and scoring.

Week 6: Evaluation Methodologies Continued

Focus: This week, we will continue to focus on evaluation methodologies.

Week 7: Contract Negotiations

Focus: Once an offeror has been selected, the contract must be negotiated. This week's reading and activity examines the critical planning steps, the actual negotiation and the required documentation of the negotiation.

Week 8: Contract Writing: Terms and Conditions

Focus: This week looks at types of contracts, the elements of a contract, rules of interpretation, standard terms and conditions, and how to customize contract templates.

Week 9: Completing the RFP Process

Focus: Once the contract is completed, a number of steps must be taken to complete the RFP process and set in motion the contract administration process. This final week examines these actions with special attention to the debriefing of the unsuccessful offerors.

Week 10: Course Wrap-up

- Verify Course Completion Requirements to let the instructor know that you have completed all the course requirements up through Week 8.
- Review the entire course and then complete the Final Assessment. You need a passing score of 70% or better. You will have three opportunities to take the Final Assessment. We recommend you review your results before taking the assessment a second time. If needed, contact your instructor to schedule a phone call to ensure that you have learned the key concepts of the course.
- Once you have achieved a passing grade, complete the online course evaluation, which will enable you to print your certificate of completion.