

NMHU PURCHASING DEPARTMENT
AUTHORIZATION AND PLAN FOR A
REQUEST FOR PROPOSALS (RFP) BASED PROCUREMENT

INSTRUCTIONS: To conduct a Request for Proposals (RFP) based procurement, per §13-1-111 N.M.S.A. 1978, provide your rationale below.

1. PROCUREMENT INFORMATION

1.1 What is the purpose of this procurement? (Why is the procurement being conducted? What is needed?)

2. PROCUREMENT JUSTIFICATION

2.1 Could this procurement be conducted through the Invitation for Bids process (lowest bidder award), instead of the RFP process? ___YES ___NO

2.2 What are the benefits of conducting this procurement through the RFP process instead of through the bid process? (Please site specific.)

2.3 What are the disadvantages/reasons this procurement could not be conducted through the bid process? (Please site specifics.)

[CONTINUED ON NEXT PAGE]

3. INVOLVED PERSONNEL

3.1 Who is the authorizing authority for this request? (Which senior level manager(s) has authorized the procurement?)

3.2 Who is the contact for the request and his/her contact information (telephone number, email, etc.)?

3.3 Who are the Evaluation Committee members? Choose from three to seven members.

Name	Title	Department
1		
2		
3		
4		
5		
6		
7		

3.4 Who completed this form?

4. PROCUREMENT EVENTS

4.1 Will a Pre-Proposal Conference be held? YES NO (If NO, justify why.)

4.2 If held, will attendance at the Pre-Proposal Conference be mandatory in order to submit a proposal? YES NO Not Applicable (If YES, justify why that is the case.)

4.3 Will a Best and Final Offer be sought? ___ YES ___ NO (If NO, justify why not.)

4.4 Will an Oral Presentation/Demonstration be held? ___ YES ___ NO ___ If Necessary (If No, justify why not.)

5. PROCUREMENT SCHEDULE

5.1 By what date must the contract(s) resulting from this procurement be awarded?

5.2 Why must the contract(s) be awarded by the date specified in #5.1, immediately above?

5.3 What is dependent on the contract being awarded by that date?

5.4 What are the effects of missing the need date?

5.5 Complete this table if the dates are known.

Event	Proposed Dates
a. Submittal of all Documents (i.e. PRs, specs.)	
b. RFP Release	
c. Pre-Proposal Conference (if applicable)	
d. Evaluation Completion	
e. Contract Award	

6. INFORMATION TECHNOLOGY/COMMUNICATIONS COMPONENTS

6.1 Are there any Information Technology (IT) or Communications components to be developed or delivered as a result of this procurement? ___YES ___NO (This does not include IT or communications aspects that are merely incidental to the performance of the contract – such as using computers to type up reports or using the telephone in the normal course of business.)

6.2 If the answer to #6.1 is yes, briefly describe the IT or communications components involved.

6.3 If the answer to #6.1 is yes, written approval from the Information Technology Services (ITS) office and Vice President of Finance and Administration is required in order to conduct the procurement. Is such written approval attached? ___YES ___NO (If NO, explain why not and explain how the required approval will be provided.)

7. EVALUATION FACTORS

What are the key evaluation factors you will use to evaluate and score proposals and what are their proposed relative weights (in percent form)? (You are not required to have 10 evaluation factors. You may use more or less, depending on your need. Relative weights must total 100%.)

No.	Evaluation Factor	Weighting (%)
1		
2		
3		
4		
5		
6		
7		

8		
9		
10		

8. AUTHORIZING SIGNATURES

8.1 Information Technology Services for ITS and/or communications (if necessary):

Printed Name

Signature

Date

8.2 Vice President of Finance and Administrative Services Signature:

Printed Name

Signature

Date

9. PURCHASING OFFICER

9.1 Purchasing Signature:

I certify that I have reviewed this authorization form and it is my determination that the use of competitive bidding (invitation for bid) is:

_____ practical/advantageous to NMHU, therefore this request is denied. Use of the Request for Proposals (RFP) procurement method is NOT authorized.

OR

_____ NOT practical/NOT advantageous to NMHU, therefore this request is accepted. Use of the Request for Proposals (RFP) procurement method is authorized.

Printed Name

Signature

Date