

# RFP/IRFP Worksheet

## Budget

- Any further information or breakdown of the budget, that is not already in the ASPS.

## Minimum Qualifications

- Provide detail on the specific prior experience you require.
- State the minimum acceptable amount of time
- Remember there must be some way for third-party independent verification of the experience you ask for
- Be careful about what you ask for as you may set requirements so high that you disqualify good potential contractors
- Specifications such as prior experience may not be unduly restrictive per as 36.30.060(c).  
Make sure that you have a reasonable basis for these and all other specifications.
- An offeror's failure to meet these minimum prior experience requirements will cause their proposal to be considered non-responsive and their proposal will be rejected.

## Background Information

- Give the prospective offerors as clear a picture as you can of the history of the need to procure professional services for this project.
- The more applicants understand the background, the better they will be able to zero in on what you want.

## Scope of Work

- Information you provide in this section tells the offerors what you want done.
- Be as specific and comprehensive as you possibly can, let them know exactly what you want.
- Don't presume that they will "get it" if you don't say it as clearly as possible.

### Example:

The department of **name**, division of **name**, is soliciting proposals for **what kind** of services.

The department wants assistance to do **what**.

The consultant will do **what**.

The types of staff in state agencies that the contractor must interview are **who**.

Other helpful informational material that can be provided to the consultant includes **what**.

The goal of this project is to **what**.

## Deliverables

- List every deliverable you can think of, even the ones that do not seem particularly important right now.
- Do not assume that the contractor will give you more than you ask for.
- You should be able to look through this list and be satisfied that the job will be finished when you get everything listed here.
- A list may work well here, detailing each thing you want done, and any timeline/deadline that needs to be met.
- If expenses will be incurred through one of the deliverables (ie: travel, meeting hosting, etc), be specific about who covers the cost of each element.

### Example:

The contractor will be required to provide the following deliverables:

(a) **what**

(b) **what**

(c) **what, by when**

(d) **what, proposal must include the cost of xxx; but not the cost of xxx (paid by State)**

(e) **etc.**

## Cost Proposal

- What format will this take? - this will guide the way pricing is presented, and ultimately, the way billing will occur in the contract. Any necessary reporting requirements may need to be met here.

## Weight of Scoring of Proposal

Please confirm the scoring weights you would like to allot.

(listed below are the recommended weights for evaluation, you may adjust these as appropriate to your project)

- Understanding of the Project: 15%
- Methodology Used for the Project: 10%
- Management Plan for the Project: 5%
- Experience & Qualifications: 20%

The remaining 50% is made up of Cost (40%) and Alaska Offerors Preference (10%). These are not easily adjustable.

## Additional Questions

- Will the State be providing workspace? Please give a short description of where work will be performed.
- Will travel be required? If so, please detail this expectation: number of trips, number of persons to travel, locations, who will pay for travel, lodging, per diem? The more details provided here, the less questions will come later.
- Will subcontractors be allowed to perform work on this project? Yes or no
- Will joint venture be allowed to submit proposals for this project? Yes or no
- Would you like to hold a pre-proposal conference for this solicitation? Yes or no