



## Appendix A - RFP Development Checklist

The following are key elements in developing an RFP and requires your input:

### Description of Pace University Department (Optional):

- ☐ Describe operating environment, size and volume, uniqueness, etc.

### Project Overview/Objectives:

- ☐ Describe the nature of the project and what we seek as project outcomes

### Evaluation - Selection Criteria:

- ☐ Indicate the factors the department would like to consider for evaluation and award of the RFP (i.e., Cost; Project Schedule; Qualifications of Company and Project Personnel; Work Statement; References and Experience in a Pace University-like setting, site visit of other facilities, etc.)

### Specifications/Scope of Work:

- ☐ Detail specific requirements relating to the work or product(s); defined the department's role and the responsibilities of the vendor
- ☐ Project Schedule: Define the overall schedule or allow vendor to define project schedule and completion dates of key tasks
- ☐ Acceptance Criteria (define factors for accepting work and payment thereof)
- ☐ Warranty Requirements
- ☐ Support Services (i.e., training and implementation assistance)
- ☐ Designation of Pace University Project Coordinator and their role (i.e., scheduling, work approval)
- ☐ Pace's Responsibilities (i.e., provide vendor on-site office space, telephone, PC; review of vendors work plans and submittal of approvals/comments within seven days)

### Payment/Rate Schedule:

- ☐ Pace University pays only upon acceptance (i.e., completion of a task, acceptance of product(s), or entire project)
- ☐ Rates can be set up as lump sum/fixed price for entire project or per task
- ☐ Define unit pricing for consulting/professional fees including estimated hours; unit cost for equipment/materials, and not to exceed cost for expenses; i.e., per diem, travel

### Questionnaire:

- ☐ Develop a list of questions which will enable you to select a vendor by determining if: a) vendor is qualified; b) the vendor understands the project; and c) vendor is capable of satisfactorily performing all requirements

### Vendor Source List:

- ☐ Develop a list of vendors that you would like to send to the RFP. This will be in addition to the vendors on file, for your type of project, with Purchasing and Contracts.