



Indiana University of Pennsylvania (IUP) Procurement Option Document

Indiana University of Pennsylvania - Request for Proposal (RFP) Number:

Title of RFP:

Date Issued:

This document is intended to assist in the process of determining the form of bid process to utilize for any given procurement and to document the reasons for such determination. This document should be used during the project planning stages, for the determination and documentation of the need for the Request for Proposal Process.

RFP Option Analysis: The choice of the RFP option recognizes that the university does not have the required information or expertise to establish a bid or quote process directly. The nature of the product or service desired cannot be based solely upon the economics of a contractor's proposal but rather on the core competency of the contractor. The contractor will possess methods, techniques, tools, processes, and resources that can more effectively manage functions and activities better than the university. Thus, the RFP and the statement of work (SOW) will be crafted to describe expected outcomes or requirements.

Does the university have the knowledge or expertise to describe expected outcomes or requirements in a step by step approach or in detail?

- Yes, Consideration should be given to a Request for Quote (RFQ) process.**
- No, Please provide a brief description of why the answer is NO.**

Are there industry standards for the requested products or services?

- Yes, Consideration should be given to a Request for Quote (RFQ) process.**
- No, Please provide a brief description of why the answer is NO.**

Please provide a list of the deliverables anticipated to be provided by the RFP:

Are there extenuating circumstances that must be considered? Please describe.

Public Notice: Indicate below the type(s) of public notice chosen for this procurement. When use of the solicitation mailing list and/or the pre-qualification list is contemplated, there must be a general notice provided as well.

- Electronic publication which is accessible to the general public. PA-eMarketplace and University Purchasing Website.
- Advertisement as provided for in 45 Pa.C.S. § 306 (relating to the use of trade publications).
- Issuance of invitations for bids to bidders on the solicitation mailing list of the university.
- Publication in a newspaper of general circulation. Please List:
 1.
 2.
 3.
- Where pre-qualification is a requirement of submitting a bid, notification to all contractors who have been pre-qualified by the university.

Describe the rationale for the choice of public notice, describing how the principles of responsiveness, accountability, fairness and openness are considered:

Electronic Publication on the DGS Website and the University Website afford a wide dissemination of bidding information and satisfies the public notice requirement.

When form is completed please forward to the Procurement Services Office for review and acceptance or rejection of the approval of the RFP process.

- Accept for the RFP Process.
- Reject for the RFP Process.

Signature:

Terry Breslawski
Director of Procurement Services and Central Stores

Date:

Please complete this form, print and return it to the Procurement Services Office.