

CONTRACTS 1.0

Request for Proposals -- 1.13

Contract Proposals -- 1.13.a

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Signature:



By: Cathy R. Taylor, DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

All contract proposals must first be reviewed by the Fiscal Services Section of the Bureau of Health Services. Solicitation of written proposals must be in accordance with the Rules of the Department of Finance and Administration, Chapter 0620-3-3-.04(b)

APPLICABILITY

This policy applies to all contracts where written proposals are required.

PURPOSE

To Obtain the best terms offered by a vendor in which neither price nor the technical factor shall be the sole criterion.

PROCEDURE

Contact the Fiscal Services Section of the Bureau of Health Services (FSS) if assistance is needed to determine if the appropriate method of negotiation of a contract is to solicit written proposals. If it is the correct method, a **Request for Proposal (RFP)** or a **Request for Grant Proposal (RFGP)** should be drafted and sent to the FSS. A Request for Proposal is used when a contract with a

single contractor or vendor is desired. A Request for Grant Proposal is used when multiple grants are, or will be, available for numerous (more than one) grantees. Both types of proposals must be accompanied by a detailed description of the planned method of evaluating all proposals received.

After the proposal and evaluation plan have been written, it must be sent to the FSS for review at least two (2) months prior to the anticipated date of release to the public.

Upon review and approval, the RFP or RFGP will be sent to the Department of Finance and Administration (F&A) and the Comptroller of the Treasury, if appropriate, for review and approval. Only after approval has been granted from F&A and the Comptroller, can the proposal be issued to proposers for response. If desired, a conference for all proposers can be held after approval has been given. A representative from the FSS must be in attendance at any Proposers Conference.

After evaluating the proposals and selecting a potential contractor, the following must be sent to the FSS for review:

- RFP or RFGP
- all proposals received
- cover memo documenting the selection process
- evaluation work papers and score sheet

After review, the material will be forwarded to F&A and the Comptroller's Office, if appropriate, for approval. When the approval has been received, the contract shall be processed in accordance with Bureau Policy 1.1.

NECESSARY FORMS

1. Request for Proposal (RFP)
2. Request for Grant Proposal (RFGP)

REFERENCE DOCUMENTS

1. Rules of the Department of Finance and Administration, Chapter 0620-3-3-.04(b)
2. T.C.A. 12 -4-109(a)

OFFICE OF PRIMARY RESPONSIBILITY

Fiscal Services Section, Bureau of Health Services, (615)741-7305