RFP Purpose & Justification

To be utilized by the issuing office when they are required to disclose the justification for use of the competitive sealed proposals (RFP) versus the competitive sealed bids (IFB) method of procurement. An RFP method of procurement is typically used when the issuing office determines that competitive sealed bidding is neither practical nor advantageous to Bloomsburg University. Commonly, the RFP method is used when flexibility is desired in the proposed terms of the supplies or services needed.

Check the appropriate boxes and provide a detailed explanation as to why it is not practical or advantageous for Bloomsburg University to issue an IFB.

Date: ___
Issuing Office Contact: ___
Email: ___
Telephone: ___

Project/Contract Title: ___
Solicitation No.: ___

The use of competitive sealed bidding is not practical for Bloomsburg University to use to award this contract because: (check all that apply)

___ The Contracting Office is seeking a supplier’s solution to a department’s need.
___ The Contracting Office wants to provide offerors with flexibility in the contents of their proposals in terms of materials, services, or construction offered.
___ The scope/statement of work/specifications lack sufficient clarity and specificity in terms of a detailed procurement description to enable submission of definitive bids.

The use of competitive sealed bidding is not advantageous for Bloomsburg University to use to award this contract because: (check all that apply)

___ The Contracting Office wants to consider criteria other than price in the award process, in particular, criteria that are subjective in nature:
    ___ Supplier qualifications, experience and financial capability
    ___ Service & Delivery Capability
    ___ Other ____________________________

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It is not in the Bloomsburg University of Pennsylvania's or the Commonwealth's best interest to use competitive sealed bidding. Explain:

Sample Explanation:

The procurement exceeds the no bid threshold and there is no justification that only one supplier can provide the ______, therefore, a competitive procurement process must be followed.

Existing contracts were reviewed and those contracts did not have collaboration language that would allow "piggybacking" from those contracts. Because the decision to choose a ________ depends so heavily on the quality of the product, it was determined that a RFP would be more appropriate than a sealed bidding process based solely on cost. The RFP process is also beneficial in providing the universities with information from the suppliers such as implementation, technical architecture, conversion, project management and training strategies