



Quick Facts
LENGTH 2 Hours
CONTACT HOURS 2
START TIME Self-Pace
END TIME Self-Paced

Request for Proposal (RFP) Preparation Scorecard

Course Description:

The purpose of this online training session is to review the Request for Proposal (RFP) Preparation Scorecard, its purpose, and the procedures for completing it.

Audience:

- Professionals whose job responsibilities include developing and conducting RFPs.
- Agency Procurement Officers (APO), College/University Procurement Officers (CUPO).

Objectives:

At the completion of this training session, you will be able to do the following:

- Outline the sections/tabs in the RFP Preparation Scorecard
- Describe the purpose of each section/tab
- Describe the procedure for completing and submitting the RFP Preparation Scorecard
- List the steps to find the RFP Preparation Scorecard

Prerequisites:

- Basic Certification completed
- RFP Template

To register for this course, click this link: [Learning Management System \(LMS\)](#)