



Quick Facts

LENGTH
1 days

CONTACT HOURS
6

START TIME
9:00 AM

END TIME
4:00 PM

Request for Proposal (RFP) Award Process

Course Description:

The purpose of this training session is to review the awarding process when using Request for Proposals (RFPs). The course builds on the RFP Evaluation and Award Process and provides hands-on practice on how to do the award, understanding the forms used, and completion of appropriate documentation to initiate the Contract Process.

Audience:

Professionals whose job responsibilities include the development, processing, and supervision of Requests for Proposals (RFPs).

Objectives:

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

- Describe the award process
- Identify and complete the specific SPD forms used during the award process
- Describe the process for handling protests
- Outline steps for assembling contract files

Prerequisites:

- Basic Certification completed
- RFP Template
- RFP Development Process
- RFP Evaluation and Selection Process

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