



Quick Facts
<b>LENGTH</b> 2 days
<b>CONTACT HOURS</b> 12
<b>START TIME</b> 9:00 AM
<b>END TIME</b> 4:00 PM

## Request for Proposal (RFP) Evaluation and Selection Process

### Course Description:

The purpose of this 2-day training session is to build on the RFP Development Process and provide hands-on practice on conducting evaluations, the forms to use, and appropriate documentation to complete to initiate the Award 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 evaluation process
- Identify and complete the specific SPD forms used during the evaluation process
- Describe the process for monitoring the evaluation process
- Outline steps for coordination of State Entity responses during the evaluation process
- Describe the process for selecting a winning proposal
- Describe procedure for communicating the selection of a supplier
- Outline steps for assembling contract files

### Prerequisites:

- Basic Certification completed
- RFP Development Process

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