



Quick Facts

LENGTH
1 day

**CONTACT
HOURS**
6

START TIME
9:00 AM

END TIME
4:00 PM

RFP/RFQC Development Process

Course Description:

The purpose of this training session is to review the development process for creating a spreadsheet that includes the technical requirements and the evaluation criteria for Request for Proposals (RFPs).

Audience:

Professionals responsible for writing Request for Proposals.

Objectives:

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

- Review the 7-Stage Methodology and identify when the Request for Proposal (RFP) Process takes place.
- Explain when to use an RFP.
- Review the process to create Request for Proposals (RFPs).
- Apply the Development Process to create an RFP.
- Transfer the resulting RFP into the specified format.

Prerequisites:

- Introduction to State Purchasing or 6 months experience in public procurement within the State of Georgia
- Fundamentals of State Purchasing
- Basics of Writing Specifications

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