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**RFP PROCESS: POST/OPEN/EVALUATE/AWARD (PUR-012)**  
SAINT LOUIS PUBLIC SCHOOLS

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**1.0 SCOPE:**

- 1.1 This procedure discusses the process used to POST, OPEN, EVALUATE a bid session and award contract.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Contract and Compliance Analyst

**3.0 APPROVAL AUTHORITY:**

- 3.1 Executive Purchasing/Budget Director \_\_\_\_\_

**4.0 DEFINITIONS:**

Signature

Date

- 4.1 SLPS – Saint Louis Public Schools

**5.0 PROCEDURE:**

- 5.1 POSTING A RFP.

- 5.2 Once the RFP is in final draft form, it is put out for public bid via website for at least one week.

- 5.3 Attach the RFP document, identify associated category (Construction or Non-Construction) and email it to the appropriate personnel in Technologies, i.e., Wie Huang asking for Posting.

- 5.4 The RFP will be POSTED under that particular category and can be found by entering the SLPS website. Click the drop down to Procurement, then select Construction or Non-Construction bids/RFPs.

- 5.5 The RFP number and descriptive file name must be identified.

- 5.6 BIDDER'S CONFERENCE

- 5.7 A bidder's conference may be held and notified in the RFP of the date, time and room in which the conference will be held. This conference is a vehicle to allow prospective bidders to ask questions for clarification purposes. All questions and answers will be posted to the website as an addendum so that all others may get the same clarification.

- The Bidders Conference sheet records all participant's names questions and answers. This document is used in developing the addendum for website posting so that all can view the new information. (Attachment A)

- 5.8 BID OPENING

- 5.9 The public bid opening is included in the RFP which specifies a date and time so that anyone can attend the bid opening.

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- 5.10 The sealed bids MUST be time stamped through the Cashier's Window prior to the date and time specified to be eligible for consideration. Any RFP response stamped after the stated time in the RFP will NOT be considered.
- 5.11 Once the meeting is held, there are two documents that are used to record the meeting as follows:
- Bid Opening Sign In Sheet (Attachment B)
  - Bid Opening Note Sheet (Attachment C)
- 5.12 The bid opening requires at least two people for confirmation and verification of the sealed bids as they are opened and recorded. They must fill in the Sign In Sheet (Attachment B).
- 5.13 Once the sealed envelope is opened, the company name is read and documented on the opening sheet. The number of copies is recorded. Verification of a bid bond is recorded, if applicable. The Total Cost of Solution is recorded and any other pertinent information is documented.
- 5.14 Once all proposals are opened and the Bid Opening Note Sheet is completed, the meeting is adjourned.
- 5.15 Purchasing keeps the original proposals and the remaining are distributed to the requestor of the RFP.
- 5.16 RFP EVALUATION
- 5.17 Evaluation Forms are also sent with the proposals so that evaluators will evaluate each proposal in a similar manner. (Attachment D)
- 5.18 CONTRACT AWARD
- 5.19 Based on the total scoring from all evaluators, the highest vendor score is selected and is awarded the RFP.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Bidders Conference Sign In Sheet (Attachment A)**
- 6.2 Bid Opening Sign In Sheet (Attachment B)**
- 6.3 Bid Opening Note Sheet (Attachment C)**
- 6.4 Evaluation Form (Attachment D)**

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**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
RFP Process	Computer/ P Drive	On Going	Update as desired	Password protected

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/16/08	B	Index Change(PUR-027) Record Retention Modification

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