Professional Services Procurement Process - Current | ***Attachment 2***

Phases	RFP need and scope identified				PRC		Committee/Council approvals and final drafting of RFP								RFP publishing and related activities					Review of proposals and selectior			Approval of contractor			Contract drafting and nogotiations				Signature process			
Step #	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**	**27**	**28**	**29**	**30**	**31**	**32**	**33**
Customer	Identify the need for prof svcs	Stakeholders communicated of the project - identify communication plan prior to the issue of RFP	Prepare RFP - specs of the project -include SUBP/AA language in the RFP-include the selection criteria for the proposals	Send draft of RFP to PRC staff person and the request to get into the PRC agenda		Appear at/ comply with PRC recommendations - prepare final draft of the RFP	Appear at Home Committee	Intent to issue RFP to Potential contractors	Prepare final draft of RFP	Send final draft of the RFP to Contract Mgmt	Appear at W&M agenda setting	Appear at W& M Committee			RFP issued - send the RFP to known proposers	Optional pre-proposal meeting	Q& A to Dept. Deadline/posting-pre-application	Set up a Review Committee	Pick up Proposals	Review Contractor Proposals - check if they meet the SUBP goals	Interview proposer finalists	Select the Provider Contractor	Dept forwards the selected proposal to Civ Rts - complete CR approval form	Dept prepares Committee report/letter for approval of the selected proposer		Prepare a Request for Attorney Services	Dept Prepares Contract	Negotiations with the Contractor			Dept Head signs the contract/prepares contract summary form, gets the required insurance certs, council action copy, RFP and proposal copies to be send with the contract for further signatures		
Work Time	*5 m*	*1 h*	*1-5 d*	*8 h*		*30 m*	*15 m*	*8 h*	*1 d*	*5 m*	*5 m*	*0-10 m*			*30 m*	*1 h*	*3 d*	*3 h*	*30 m*		*1 d*	*7 d*	*20 m*	*1 d*		*15 m*	*3 d*	*2 d*			*1 h*		
Elapsed Time	*6 w*	*2 w*	*1 mth*	*10 d*		*2-4 w*	*4 h*	*3 d*	*1 w*	*2 d*	*2 w*	*2 d*			*3 d*	*1 w*	*2 w*	*3 w*	*1 d*		*3 w*	*30 d*	*1 d*	*3 w*		*1d*	*3 w*	*3 w*			*3 w*		
Customer	Check the availability of funds					Prepare Committee Rep																											
Work Time	*1 h*					*2 h*																											
Elapsed Time	*2 w*					*3 w*																											
Enterprise Wide Customers	E-Wide Customer input																																
Work Time	*1 h*																																
Elapsed Time	*2 w*																																
Civil Rights Dept						Monitor for SUBP/set goals for the RFP																		SUBP approval				Check for AA plan	Civil Rights Approval				
Work Time						*20 m*																		*1 h*				*30 m*	*1 h*				
Elapsed Time						*10 d*																		*30 d*				*8 d*	*1 w*				
PRC Committee						PRC reviews RFP and makes recommendations																											
Work Time						*20 m*																											
Elapsed Time						*1h*																											
Procurement-Contract Mgmt											Reviews RFP final draft for PRC recommended changes		Prepares the PRC Conformance letter and sends it to City Coord.		Publish the RFP in the City website and Fin&Commerce			Receive proposals															Contract Mgmt reviews and signs the contract - contract is assigned a number and set up in the Fin System - additional copies are sent back to the dept with signatures and Contract #
Work Time											*20 m*		*15 m*		*30 m*			*1 h*															*1 h*
Elapsed Time											*1 w*		*1 d*		*3 d*			*30 d*															*5 d*
Home Committee							Home Comm recomm & RFP approval																	Approval of Contractor									
Work Time							*30 m*																	*20 m*									
Elapsed Time							*1 w*																	*1 w*									
W&M																																	
Work Time																																	
Elapsed Time																																	
City Coordinator					Forward RFP draft to PRC members for review									Signs the PRC Conformance Letter approving the issue of RFP and sends it to the dept																				
Work Time					*1 h*									*5 m*																			
Elapsed Time					*2 d*									*2 d*																			
City Council/Mayor												Approval to issue RFP													Approval of the contractor								
Work Time												*30 m*													*20 m*								
Elapsed Time												*1 w*													*2 w*								
City Attorney																											City Attorney Prepare Contract					City Attorney signs the contract and forwards to Contract Mgmt.	
Work Time																											*3 h*					*30 m*	
Elapsed Time																											*2 d*					*5 d*	
Contractor																														Contractor signs the contract			
Work Time																														*5 d*			
Elapsed Time																														*2 w*			
PRODUCTS	**RFP forms and templates**					**SUBP Goal sheet info pkt**	**Staff Letter**							**PRC Conformance Ltr**	**RFP**				**Proposals**	**Initial review ranking/rejections**	**Proposal evaluation rank sheets**		**AA plan**	**Staff letter to enter into contract**	**City Cncl approval or rejection of the contractor/Award letter to the contractor**	**Req for legal services**							**Professional services contract**	