

# **REQUEST FOR PROPOSAL (RFP) POLICY**

## **I. Scope**

This Request for Proposal (RFP) Policy ("Policy") applies to purchases made or contracts awarded by the Flint Creek Ranch Cluster (FCRC) Owners Association Board of directors or its assignees. This policy is in effect for goods or services that are not "common off the shelf products", complex in scope, require board approval, or are estimated to be equal to or greater than \$2,000.00.

## **II. Purpose**

The FCRC Owners Association obtains products and services in order to serve the Flint Creek Ranch Cluster property owners, maintain the Homeowners Association, and uphold the Flint Creek Ranch Cluster covenants. Good management practices require these expenses be documented as necessary and that the FCRC Owners Association will maximum return on investment. In addition, the FCRC Owners Association needs to remain fair to all vendors, transparent with its members, and uphold the business reputation of FCRC Owners Association.

The purpose of this policy is to provide a uniform, repeatable process for the issuance, evaluation, and selection of competitive proposals for products and/or services. The policy is designed to utilize fair, efficient, and cost-effective methods to:

- obtain services, materials, and supplies,
- award contracts
- engage qualified contractors.

This Policy provides guidance on the Request for Proposal process, what is it, when it might be applicable, and how to construct and utilize an RFP bid document.

## **III. Policy**

The HOA maintains an organized and detailed approach to obtaining competitive bids through its RFP Policy.



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## **A. What is an RFP?**


A request for proposal (or RFP) is a formal and detailed document that outlines a specific project, service, or complex (often custom) product. It is used to solicit bids from contractors to submit their proposals for and facilitates the process of finding, selecting, and entering into a contract with a qualified vendor. An RFP can also be used for acquiring information, suggestions, and pricing from suppliers or property owners. An RFP is used to make sure all vendors are working with the same information when multiple bids are needed.

## **B. When should we use an RFP?**

An RFP should be considered:

- When we have a high cost (over \$2,000.00) or complex project.
- When we need to communicate a high level of detail on the scope of the work or product needed.
- When we need to communicate detailed expectations and accountability.
- When a contract has an extended time period of greater than one year.
- When we need to solicit bids from more than one vendor.

## **C. Procedures for obtaining an RFP**


1. An RFP may be requested by the FCRC Owners Association board or an assignee such as the roads committee for products or services. Examples could include, road maintenance, capital improvements, signage, hosted services, etc...
  2. Before starting the RFP process, a clear objective must be defined. A clear scope of work should detail not only the project. It should also define the desired outcome (what good looks like). Optional versus necessary requirements must be defined. Any ambiguity in the wording needs to be identified and resolved.
  3. Determine the criteria for evaluating the RFP's. For example, price, delivery, warranty, experience, or other value-added services etc. Determine which of these criteria will be communicated in the RFP.
  4. Determine who will produce the RFP, the timeframe for submission and response, and who or what is necessary to approve the RFP for submittal.
  5. Draft RFP and submit for approval.
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6. The RFP should be sent to the vendors via the Postal Service, fax, or e-mail (preferred) and request a confirmation of receipt. In lieu of e-mail if not available, a hard copy can be mailed to the vendor upon request.
7. Any necessary addendums to the original RFP must be sent to all vendors involved in the solicitation.
8. If in-person presentations are part of the RFP requirements, all committee members should be present for each presentation.
9. The RFP is clear that it is the vendor's responsibility to ensure that their response reaches the FCRC Owners Association by the required time and date in the RFP. Late responses will not be considered or opened if received after the designated due date and time.

### **D. RFP Bid Document Outline Structure**

The following information should be included in all RFP's:

1. Subject - Describe a general overview of the project. Outline the required services and provide information regarding the manner we expect the services to be performed. Define the expectation of the outcomes. (This can be in a cover letter or part of the RFP.)
  2. Contact - Define the project leader and where all contact and correspondence about this RFP should be directed. (This can be in a cover letter or part of the RFP.)
  3. Summary and Background - Describe the work and any history that will help vendors gain insight on who we are and how we came to require the work,
  4. Proposal Guidelines - Communicate the expected timeline for the RFP. Include dates that RFP's need to be submitted by, when the RFP's will be reviewed, when a decision will be made, when the work will be awarded, and the completion date. Allow a reasonable amount of time for bid submissions but no more than necessary. In some instances, it may be practical include the project budget.
  5. Project Purpose Scope and Description - Present the purpose for the RFP and the scope of the service or product desired. Be clear on what is "required" and clearly identify what is "optional". Provide as much detail as possible but focus on the outcome as opposed to how the work is conducted.
  6. Request for Proposal and Project Timeline - List requirements for bid submission and include relevant dates. Identify where, when and how proposals are due. Include our internal schedule for the RFP process and how the final decision is determined.
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7. Bidder Qualifications – Identify bidder qualifications that are relevant to the project. This may include, equipment, staff, proximity, capacity, etc. If we are sharing the criteria for the selection process, include it here.
8. General Terms and Conditions – List general terms and conditions as directed by the FCRC Owners Association.
9. Pre-Proposal Meeting and Walkthrough - Include wording, if needed, regarding the time and meeting location for a walkthrough of the project. Also include dates when bidders can request additional information and when questions can be asked.
10. Documents for Reference - Identify any attachments that are included with the RFP, so bidders know they have the full package. These are generally appendices.
11. End of Proposal- Add notation to signify the end of the RFP. Typically, this is a signature page.

#### **IV. Effective Date**

This Policy is effective on the date below

#### **V. Date of Approval**

August 9, 2022

