



The Institute for
Public Procurement

RFP Learning Lab Series | Fall 2022

What makes a great RFP? Back by popular demand...this Learning Lab series is based on the Global Best Practice *Request for Proposals* and delves into key elements of the RFP process. Participants can expect handouts and detailed discussion on practical application, including case studies and guidance on best practices. After attending each session, participants earn Contact Hours: 4.0 | CEUs: .4.

INSTRUCTORS: **Stéphanie Dion**, NIGP-CPP, CPPB, Government of Manitoba; **Victor Leamer**, CPPB Spokane County, WA, **Michael Thornton**, CPPO, City of Leesburg, FL

Each four-hour Zoom webinar is from 1PM - 5PM (ET) and will use the Zoom breakout function for collaborative learning to include instructor participation. The breakout sessions will focus on real or created scenarios that support the topic covered in that Learning Lab.

Lab 1 - Introduction to RFPs and Starting with the End in Mind

How do we define an RFP? How does it differ from other solicitation methods? What does the RFP process look like? This session explores why RFPs are essential to public procurement and focuses on a key technique - 'Start with the End in Mind'.

September 29

Lab 2 - Engaging with Suppliers and the Importance of Flexibility & Organization

Engaging with Suppliers is an important activity for public procurement professionals. Proper communication and engagement can add tremendous value to both the supplier and entity. We review and discuss sample RFPs and discover why using templates is so important.

October 11

Lab 3 - Responsiveness, Compliance and Responsibility and Evaluation Criteria

Evaluation methodologies, the process, and evaluation criteria - essential elements in determining responsiveness, compliance, and responsibility. Proper execution of these elements can help your entity create an RFP that identifies the best Supplier and best solution.

October 25

Lab 4 - Treasure Map for Suppliers and the Scope of Work

Discover what information needs to be included to portray intent correctly in an RFP and why it's important to provide Suppliers a good 'Treasure Map'. A critical component of the 'Treasure Map' is the Scope of Work. Learn how to create an effective Scope of Work for successful outcomes.

November 3

Lab 5 - Evaluation Committee and Process

Learn how having the correct members on your Evaluation Committee provides a defensible evaluation process. Having a well-documented process that is understood by all participants is essential. This session focuses on the areas that are probably the most time consuming of the RFP process; managing the evaluators and the evaluation process.

November 15

Lab 6 - Post Evaluation Steps and RFP Misfits

The RFP is not over until it's over. Issuance of a Notice of Award is not the end. There are several post-evaluation steps to be completed. The first part of this session reviews those activities. The instructors also tie this information back to the first session 'Starting with the End in Mind'. The second half wraps up the full learning lab series with discussion on some not so conventional RFP types.

December 6

Price: \$159 Members/per lab | \$259 Non-Members/per lab

Register today.