



New and Improved RFP Template Coming Soon

DOAS State Purchasing is proud to announce that beginning in August, agencies will enjoy a new and improved RFP template designed to reduce cycle time and administrative costs associated with RFP solicitations. In accordance with customer requests and feedback, the template will provide the following benefits:

- Minimized areas in which staff responses are required
- Worksheets to reduce input into the template
- Elimination of many mandatory administrative requirements
- Elimination of most yes/no questions
- Creation of the RFP in a standardized format
- Added assurance that information is complete

To further assist our customers, a software tool affectionately known as the “The Wizard,” will ask users a series of diagnostic questions designed to walk users through completion of the RFP document. At the completion of the questions, the tool creates the document that will serve as an RFP template.

The Department of Human Resources will be the first to experience the benefits of the new RFP process, as they have graciously agreed to serve as the pilot agency for this initiative. At final rollout, our Professional Development Team will offer training classes for all other state agencies on the RFP process and the inner workings of the new template.

Expect to hear more about this process improvement initiative and others, as DOAS State Purchasing continues our efforts to provide exceptional customer service! ■