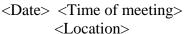
### <Department> <Division> <Branch/Office/Program>

# Orientation for <RFP Number> <Service>





#### **AGENDA**

### I. Welcome and Introductions

(Thanks for coming; about the purchasing agency, introductions.)

# II. Purpose of this RFP

(Brief description of the service - so people know they are in the right place.)

# III. Purpose of this Orientation

(Ensure a smooth process, work together, get best proposals/services; orientation to the RFP document, to bring attention to certain areas, ensure the requirements are clear, clarify ambiguities, correct mistakes, etc.)

#### IV. Timeline

(Identify important submittal deadlines; explain certain dates are estimates and why, and that items such as final revised proposals, will be utilized if needed.)

#### V. Overview of the RFP

(Explain there are 5 parts, brief review of what is in each section.)

#### a. Section 1 – Administrative Overview

(Explain 1) items that are especially important or have been problematic in the past; 2) addresses for websites referred to elsewhere in RFP are all located in subsection II; and 3) submittal deadline USPS postmarking and receipt. Refer to subsections IV (d), (e) and (f) and be familiar with sections 103-55, and 11-205.5, HRS.)

# b. Section 2 – Service Specifications

(Review service description- especially aspects that are often misunderstood or not made clear. Address multiple/alternate proposals. If this is an ongoing service, address changes to the service.)

# c. Section 3 – Proposal Application Instructions (Explain requirements from applicants in relevant sections as needed.)

# d. Section 4 – Proposal Evaluation (Briefly describe the process, highlight the sections carrying the most weight.)

e. Section 5 – Attachments (If there are attachments, call attention to them, explain as needed.)

# VI. Questions and Answers

(Advise when/how written responses will be available.)

#### VII. How to Submit Written Questions

("If you have written questions submit them by <date> to <mailing address> <fax e-mail address> or you may give them to us now by <explain>.)

# VIII. Thanks for Coming

(Collect any written questions.)