

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

SAMPLE
RFP ORIENTATION
AGENDA

Orientation for
<RFP Number> <Service>
<Date> <Time of meeting>
<Location>

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.)