

Navigating the Request for Proposal (RFP) Process

A Quick Guide



1 Gathering Info & Market Research

Expect 3–4 weeks to gather info, create questions and assess costs. Market research will be conducted to scope out potential suppliers and market conditions.



2 Preparing the RFP

It takes 1–2 weeks for the procurement team to enter the RFP into the Georgia Procurement Registry and receive approval. If the RFP's value is over \$1M, it may take an additional week for approval.



3 RFP Posting

The RFP will be live for up to 30 days, depending on its value. All RFP's greater than \$100K require a posting of a Notice of Intent to Award (NOIA) for at least 10 calendar days to allow for supplier protest. If a protest is submitted, the contract cannot be awarded until the protest is resolved. The average protest resolution period is 1–3 additional weeks.



4 Admin Review

The procurement team calculates costs and prepares mandatory questions for scoring. Based on the number of vendors and questions, this process usually takes 2–3 weeks.



5 Evaluation

The evaluation takes 3–4 weeks, depending on committee availability and the number of vendor responses. Evaluators will score responses and meet to determine the award.



6 Contracting

Contracting adds 4–6 weeks, involving contract language, data confidentiality and departmental approvals. Negotiations on contract terms can extend this by 1–2 weeks.

The RFP process typically takes 3–6 months but can be longer depending on the complexity. If you're considering an RFP, we'd love to connect. Engaging with us early in the process can greatly enhance your team's success. We're more than happy to schedule a visit at your convenience. **Please email Julie Barnwell at jbarnwe8@kennesaw.edu.**