**PROJECT RFP REVIEW**

1. **SCOPE**

This procedure defines the interface between the Procurement and Strategic Sourcing Request for Proposal (RFP) and Legal Review process and the [0300-0300-005-B PROJECT MANAGEMENT PROCESS](https://it.nc.gov/media/1002/open).

**NOTE:** *For Information Technology (IT) Projects the usual solicitation is done thru the RFP process. This process can be used for other procurement vehicles, such as Invitation for Bid or Request for Quote.*

1. **OWNER**
	1. This procedure is co-owned by the Enterprise Project Management Office (EPMO) Director and the Procurement and Strategic Sourcing Chief Procurement Officer. No changes, additions or alterations may be made without the owner’s written approval.
2. **REFERENCE DOCUMENTS**

|  |  |
| --- | --- |
| **DOCUMENT IDENTIFICATION** | **DOCUMENT TITLE** |
| PROCUREMENT AND STRATEGIC SOURCING PROCESS | [PROCUREMENT AND STRATEGIC SOURCING PROCESS](https://it.nc.gov/resources/statewide-it-procurement) |
| 0100-0800-010-B | **FORMS AND RECORDS CONTROL** |
| 0300-0300-005-B | [PROJECT MANAGEMENT PROCESS](https://it.nc.gov/media/1002/open) |
| 0300-0310-005-C | [PROJECT INITIATION](https://it.nc.gov/media/1003/open) |
| 0300-0320-005-C | [PROJECT PLANNING AND DESIGN](https://it.nc.gov/media/2463/open) |
| 0300-0330-005-C | [PROJECT EXECUTION AND BUILD](https://it.nc.gov/media/1010/open) |
| 0300-0360-005-C | [PROJECT CHANGE REQUEST](https://it.nc.gov/media/1120/open) |
| 0600-0600-005-B | **CORRECTIVE ACTION PROCESS** |

1. **ASSOCIATED FORMS**

|  |  |
| --- | --- |
| **FORMS IDENTIFICATION** | **FORM TITLE** |
| 0300-0320-010-D | [PROJECT RFP REVIEW FORM](https://it.nc.gov/media/1025/open) |
| 0300-0360-005-D | [PROJECT CHANGE REQUEST FORM](https://it.nc.gov/media/1121/open) |
| 0810-0810-005-D | [QUALITY CONTROL DECISION POINTS](https://it.nc.gov/media/309/open) |

1. **DEFINITIONS**
* **PROCUREMENT AND STRATEGIC SOURCING: *see Glossary of Terms and Definitions***
* **REQUEST FOR PROPOSAL (RFP): *see Glossary of Terms and Definitions***
1. **PROCEDURE**

Some IT Projects require procurement of application software, business systems, IT services, hardware or infrastructure to achieve the business objectives. Procurement is accomplished during the [0300-0320-005-C](https://it.nc.gov/media/2463/open)

[PROJECT PLANNING AND DESIGN](https://it.nc.gov/media/2463/open) phase, although additional procurements may be required to purchase

hardware, infrastructure, or other services. Such additional procurements may be accomplished during the [0300-0330-005-C PROJECT EXECUTION AND BUILD](https://it.nc.gov/media/1010/open) phase. Procurements should not take place during the [0300-0310-005-C PROJECT INITIATION](https://it.nc.gov/media/1003/open) phase, except when there is a need for procurement of a Project Manager (PM), market research, or strategic planning. The Business Case Decision Point (DP) must be approved prior to submitting the procurement to the Procurement and Strategic Sourcing Division.



* 1. During Project Initiation, or as required, the Project Management Advisor (PMA) collaborates with the PM to create a Project RFP Review Decision Point (DP).
	2. When the RFP is ready for review, the PM completes the [0300-0320-010-D PROJECT RFP REVIEW FORM](https://it.nc.gov/media/1025/open) identifying the reference documents to be reviewed.

(***NOTE:*** These are reference documents specific to the project that may help the state approver in the approval of the DP. Procurement documents are typically sent and stored by the Procurement and Strategic Sourcing team as part of their process.)

* + 1. **Project Information** (Section 1.0) - Complete Agency, Project Name and Project Manager.
		2. **Reference Documents** (Section 2.0) - Provide web links to the reference documents (located in the Project Site Document Library of the TOUCHDOWN System) to be reviewed.
		3. **Project RFP Review and Approval** (Section 3.0) - The PM and any additional agency required reviewers sign the paper form or e-mail their electronic approval to the PM. When an e-mail is used for Project RFP Review approval, the PM shall maintain a copy of the approval e-mail with the [0300-0320-010-D PROJECT RFP REVIEW FORM](https://it.nc.gov/media/1025/open).

(***NOTE:*** *The reviewers listed on* [0300-0320-010-D PROJECT RFP REVIEW FORM](https://it.nc.gov/media/1025/open) *are only a guide and should be modified in accordance with each agency’s internal review and approval process.*)

* 1. The PMA sets the workflow for the Project RFP Review DP, which is sent to the Procurement and Strategic Sourcing Manager as well as Enterprise Architecture for parallel approval of the DP.
	2. The PM or Agency Procurement Team sends the RFP to the Procurement and Strategic Sourcing team.
	3. Procurement and Strategic Sourcing executes their process for IT Procurement, Enterprise Architecture and Legal Review.
	4. Procurement and Strategic Sourcing, using their process, routes the documentation to the EPMO PMA and the Enterprise Architecture team for their approval.
	5. If the RFP is not approved, Procurement and Strategic Sourcing will initiate Corrective Action with the PM and PMA per **0600-0600-005-B CORRECTIVE ACTION PROCESS**. The DP approval process will start again from the beginning and the RFP Review DP will be returned to the PM in accordance with the Service Level Commitment defined in **0810-0810-005-D QUALITY CONTROL DECISION POINTS**.
	6. Upon approval, Procurement and Strategic Sourcing will move the RFP to the Contract Management System and sign-off on the Project RFP Review DP. The PM will upload the completed [0300-0320-010-D PROJECT RFP REVIEW FORM](https://it.nc.gov/media/1025/open) with all approvals and supporting documents in the Project Document Library in the Touchdown System.

**7.0 RECORDS**

* 1. Unless otherwise specified in this Procedure/QWI, Records shall be maintained in accordance with **0100-0800-010-B FORMS AND RECORDS CONTROL** procedure.

*(****NOTE:*** *Due to the sensitive nature of procurement documents produced during the execution* [of 0300-0320-010-C PROJECT RFP REVIEW FORM](https://it.nc.gov/media/1025/open)*, PM’s will take appropriate steps to control access to procurement documents stored in the Project Site Document Library in the TOUCHDOWN System.)*

1. **REASON FOR CHANGE**
	1. Updated division name from Statewide IT Procurement to Procurement and Strategic Sourcing.
	2. Updated division name from Technology Strategies and Solutions to Enterprise Architecture.
	3. Changed EPMO Manager to EPMO Director.
	4. Added Procurement and Strategic Sourcing Manager as approver of the RFP Review DP.
	5. Removed the Project Change Request process because during the RFP process, money is not committed to be spent and typically the scope, schedule and/or cost will not change.
	6. Added a statement that Business Case DP must approved prior to submittal of the procurement.
	7. Corrected flow problem in Visio diagram.