

Separation of Duties and Responsibilities - Request for Proposals (RFP)

	UKHC Sourcing Specialist / Procurement Specialist	Procurement Services Category Specialist / Contracting Officer
1	<p>Prepare initial draft elements of solicitation including goods or services specifications, product numbers, quantities, potential vendor list, etc. If desired, form initial draft content for the following sections:</p> <p>2.1 Intent and Scope 2.2 Background Information 4.5 Criteria 1 - Offeror Qualifications 4.6 Criteria 2 - Services Defined 4.8 Criteria 4 - Evidence of Successful Performance and Implementation Schedule 4.9 Criteria 5 - Other additional Information 6.1 Contract Term 7.1 Scope of Services - Detailed Services Defined 8.1 Financial Offer - Mandatory Services</p> <p>Forward to Procurement Services Category Specialist / Contracting Officer. Include any relevant attachments, appendices, etc.</p>	<p>Note: Procurement Services Category Specialist / Contracting Officer can also perform this task based on general input and requirements from UKHC SCM Sourcing / Procurement Specialist.</p>

2		<p>Refine and complete RFP draft, validate and verify specifications and requirements; complete all required competitive solicitation requirements and clauses in conjunction with Model Procurement Code and division-internal requirements; complete vendor list;</p> <p>Determine evaluation committee chairperson and members, which may include UKHC SCM Sourcing or Procurement Specialist(s) and obtain signed confidentiality forms for each.</p> <p>Issue and publish RFP; address and answer questions with prospective offerors during process; ensure confidentiality elements maintained during process; receive responses and prepare for evaluation phase.</p>
3	<p>UKHC Sourcing and/or Procurement Specialist(s) may participate as evaluation committee members, if desired, alongside other committee members, and work to form recommended best value contract awardee(s) as part of group effort.</p>	<p>In conjunction with Evaluation Committee chairperson, setup and lead evaluation committee meetings, as required, to reach awardee recommendation(s) based on best value offer(s) and in compliance with Model Procurement Code Compliance and division-internal requirements.</p> <p>Ensure all confidentiality elements maintained during process. Setup and manage all offeror communications including Questions and Answers, potential presentation(s), Best and Final Offer(s) BAFO), etc. Take receipt of award recommendation letter from committee chairperson as culminating event. Obtain approval of Chief Procurement Officer on recommendation letter.</p>

4		Complete award process for recommended awardee(s); prepare and award University Price Contract(s) or purchase order(s), as applicable. Obtain final execution and e-signatures on contract documents(s).
5		Close RFP process and return full contract(s) package to Procurement Services bid clerk in alignment with RFP Closing Checklist. Provide notification and copies of final contract award(s) to UKHC SCM Sourcing or Procurement Specialist(s). Store all final documents and copies on appropriate network drive location for permanent archiving.
Post-Award / Life of Contract Activities		
Renewals		Perform regular renewals as per contract specifications. Consult with UKHC SCM Sourcing or Procurement Specialist prior to renewals to inquire about performance, requirements, or other issues that may need addressed. Execute contract renewal and obtain all needed e-signatures. Store copy of final e-signed documents in appropriate network folder with original contract documents. Provide copy of signed document to UKHC SCM appropriate Strategic / Procurement Specialist for their information and records.

Pricing Adjustments	Receive and validate any applicable pricing adjustments from contractor(s) during life of contract. Validate internally with UKHC SCM leadership and/or Value Analysis team for pre-approval. If approved, forward to Procurement Services Category Specialist / Contracting Officer for execution.	Review request in conjunction with original contract requirements to validate allowance(s). If approved in alignment with contract requirements, execute contract modification to incorporate and obtain all needed e-signatures. Store copy of final e-signed documents in appropriate network folder with original contract documents. Provide copy of signed document to UKHC SCM appropriate Strategic / Procurement Specialist for their information and records.
Other Contract Adjustments	Receive and validate any other presented contract adjustments received from contractor(s) during life of contract. Validate internally with SCM leadership and/or Value Analysis for pre-approval. If approved, forward to Procurement Services Category Specialist / Contracting Officer for execution.	Review request in conjunction with original contract requirements to validate alignment. If approved in alignment with contract requirements, execute contract modification to incorporate and obtain all needed e-signatures. Store copy of final e-signed documents in appropriate network folder with original contract documents. Provide copy of signed document to UKHC SCM appropriate Strategic / Procurement Specialist for their information and records.