



5 Foundations of RFP Excellence

CPE supports these 5 Foundations of RFP Excellence in all procurement processes as they enable organizations to become a “Client of Choice” and attract High-Performing Vendors across their entire project portfolio

Fair: provide all vendors with an equal opportunity to win

Highlighted Practices from CPE:

- ◆ Protect the good of the public and the organization
- ◆ Follow a realistic procurement schedule
- ◆ Minimize bias in evaluations

Open: encourage & maximize competition

Highlighted Practices from CPE:

- ◆ Reduce “upstream” restrictions on who can propose
- ◆ Avoid burdensome submittal requirements
- ◆ Utilize RFPs to solicit alternatives and innovations

Transparent: provide a clear, concise, & accurate process

Highlighted Practices from CPE:

- ◆ Clear: release your budget & schedule constraints
- ◆ Concise: define what you want (with maximum limits)
- ◆ Accurate: seek to maximize differentiation

Value: optimize the organization’s return for the spend

Highlighted Practices from CPE:

- ◆ No individual evaluation criteria weighted more than 35%
- ◆ Keep cost & qualifications completely separate
- ◆ Utilize RFPs to generate project solutions

Integrity: ensure confidence & trust with high ethical standards

Highlighted Practices from CPE:

- ◆ Train to recognize unethical conduct
- ◆ Minimize the risk of protest
- ◆ Offer comprehensive debriefings