**DETERMINING IF AN**

**RFN SHOULD BE PERFORMED**

*This document only applies to Procurement.*

Consider the information below to assist you in determining if an RFN should be performed for your client. This information is requested from Part 1 of the “Project Scope Requirements” Template.

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **SCALE** | **RESULTS** |
| Is this a Software or IT related project: | Yes = 0 Points  No = 10 Points | **0** |
| Number of times this project/service has been procured in the past 3 years? | 0 Times = 0 Points  1-3 Times = 3 Points  4-6 Times = 6 Points  7+ Times = 10 Points | **3** |
| Level of past performance on similar projects? | Carry forward rating (i.e. “7” = 7 Points) | **7** |
| Level of confidence with Scope? | Carry forward rating (i.e. “4” = 4 Points) | **10** |
|  | TOTAL | **20** |

**Advice:**

If the Total Score is **above 30 points**, an RFN may not be necessary

If the Total Score is between **20-30 points**, an RFN may be useful

If the Total Score is **below 20 points**, an RFN should be highly encouraged