

Subject State procurement

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Summary

This bill would require state agencies to include a concise summary page at the beginning of any request for proposals (RFP) that an agency issues for the procurement of goods or services.

As stated in H.F. 4462, the purpose of this summary page is for vendors to quickly assess the scope and requirements of the RFP. The bill lists 15 items that the summary page must address, including a brief description of the goods or services needed, budget range and total funding available, and the administrative cost rate with a definition of the administrative costs allowed.

The Department of Administration would develop a standardized summary page template for use by all state agencies. Agencies would be required to use this template without substantive alternation, except as necessary to accommodate any agency-specific procurement requirements.