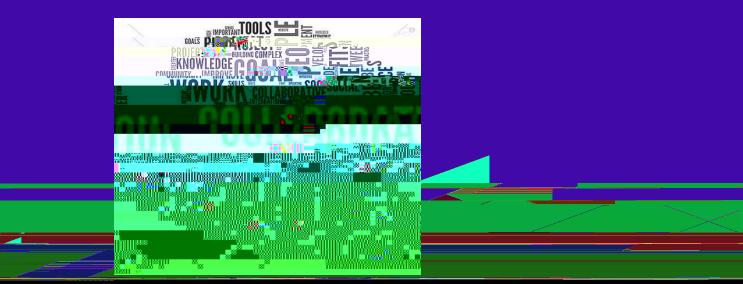
## RFX Process and Timelines A Collaborate Effort







- 1. Buyer meets with Client to discuss project, timelines and process
- 2. Document drafting is a collaborate effort between SPS



- 1. Pre-evaluation meeting is held by SPS if necessary
- 2. Mandatory requirements are checked by SPS

Find an alternate to replace them

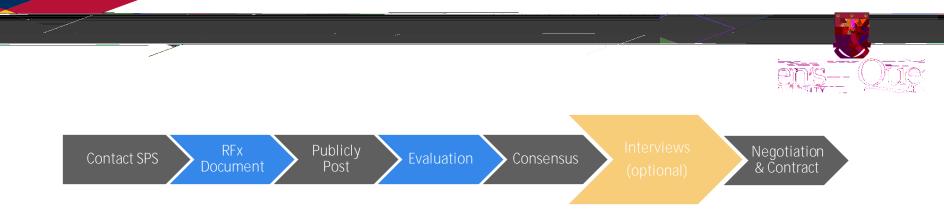
3. Clients review and score all submitted proposals/submissions (in Bonfire tool)

Time: 1-2 weeks depending on the number and complexity of the submissions Commitment by: SPS and Client (mostly Client/evaluators here)

\*note- If evaluator cannot commit to entire evaluation and demonstration process, they

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- 1. Upon completion of the consensus meeting, top scoring proponents are identified
- 2. Agenda is prepared for proponents invited to present
- 3. Approximately one week notice is given for vendor preparation
- 4. Vendor demos/presentations are held, and demo scores are entered
- 5. Final pre-price ranking is done

Commitment by: SPS and Client (all evaluators must be present)

Now, the Client can:

- Order their goods/services
- Kick off their project

