

# RFX Process

The purpose of this document is to describe the steps and timeline for the Request for Information (RFI) and Request for Proposal (RFP) processes, starting with the identification of the service or product needed to the selection of the vendor and contract signature. If you have any questions about these processes, please contact [procurement@seattleu.edu](mailto:procurement@seattleu.edu).

An RFI is optional and can be done with or without Procurement. It is used to gather information from potential vendors to find out if their product or service will work for the university. This helps to narrow down candidates for the RFP process.

An RFP is required for purchases over \$150k. The RFP process helps find the best value for the university. The process does not just look at the price but the whole picture such as the quality, availability, service, system integration, etc.

## Initial Steps

Procurement meets with department to determine what is needed; RFI, RFP, or both.  
Procurement will establish a Business Owner from the department that will lead the RFP  
Procurement will work with Business Owner to establish Stakeholders to help with the RFP scope and scoring  
Timeline: 1 day-1 Week

## Building the RFI (Request for Information) - Optional

Procurement and Business Owner will establish qualifying questions to narrow the field of vendors, such as:

- Can they supply the services or goods?
- When is it needed? Can they meet the timelines?
- List requirements of the good or service
- Can they integrate with our software?
- Other questions that would limit the number of vendors.

If needed, Procurement will help the Business Owner to source and identify a number of vendors that could provide the goods or services.

Procurement or Business Owner will contact vendor with qualifying questions to determine if they should be part of RFP.

The RFI is used to qualify the vendor and to gather more information if needed. The RFP will have more specific questions to determine the partner.



