



**The Caribbean
Procurement Institute**

Value Intelligence

The RFP Intensive™

**Bullet-Proofing Your RFPs:
A Survival Guide for Buyers and Bidders!**

AGENDA

DAY 1: 18th September 2008 • 9:00am - 5:00pm

PART A
INTRODUCTION
TO RFP PROCESS

Defining the RFP Procurement Format • Understanding How and When to Use an RFP • Addressing Policy Issues • The RFP Document • Model RFPs • Understanding the Selection and Short Listing Process • Issuing the RFP • Evaluation Formats • Contract Documents • The Project File

PART B
INSIDE THE
EVALUATION
PROCEDURE

Parameters of the Evaluation • Sample Evaluations • Why Evaluations Don't Always Work • Eight Building Blocks For Constructing An Evaluation • Establishing Compliance • Scoring The Proposals • Developing A Short-List • Interviews/Demonstrations/Tests • Evaluating The Cost/Value • Imposing Upset Levels • Best And Final Offers/Negotiations • Reference Checking • Standardizing The Process

PART C
BULLET PROOFING
THE PROCESS

Complaints, Protests And Your Career • Promoting Fair And Open Competition • Promoting Excellence • Resolving Disputes • Examples of Policies and Practice

DAY 2: 19th September 2008 • 9:00am - 5:00pm

PART D
BEST RFP PRACTICES
FROM OVER 60
JURISDICTIONS

Six Critical RFP problems and ways to prevent them • Organizing, managing and controlling the evaluation committee • How to incorporate risk as an evaluation factor in your RFPs • How to structure a debriefing to resolve problems • How to deal with vendor complaints so they go no further • Five critical strategies for using Fairness Officers

PART E
BEST PRACTICES
FOR CRITICAL
DOCUMENTS

How to structure an Evaluator's Guide to protect the process • Best sources of examples, samples, policies, procedures and documents • Web-based sources of the five best RFP Guides and Handbooks • The six documents required to intimidate vendors' lawyers and prevent complaints • Model Contracts that work!

For more information call **1-868-624-4997** or log on to **www.caribbeanprocurementinstitute.com**