SIA Business Process
DAS Non-IT or Agency Released RFP Solicitation Process

The frequency of process activities listed is **AS NEEDED**

Preconditions

- Access to SIA Procurement Document Review Page
- Access to the Decision Lens [https://ohio-dlx.decisionlens.com](https://ohio-dlx.decisionlens.com)
- Analyst informed of RFP

The SIA team will assist DAS Non-IT, or an agency, procurement team with the necessary steps to perform OIT SME reviews for a Request for Proposal (RFP) with IT components.

- The Department of Administrative Services (DAS), Office of Procurement Services, Enterprise IT Contracting (EITC), may grant a waiver to an agency seeking to release their own IT related RFP.
- A Non-IT RFP, containing an IT component, may also need to be reviewed to ensure alignment with enterprise services.

Process Activity — Processing Non-IT or Agency Released RFP

**Step 1: RFP Pre-Posting Review Process**

I. Update the SIA SharePoint Procurement Document Review Page with the RFP details.
II. Review EPP portfolio in Decision Lens to ensure the proposed RFP is documented within an agency Portfolio.
   a) Follow-up with the Agency Point of Contact (POC) to request updates be performed if investment is not present.
III. Review the RFP solicitation and determine what OIT SME reviews are required based upon the content.
   a) If there are no IT components as part of the RFP scope, Supplement A and S are not applicable
IV. Engage the relevant OIT SME(s) via email to review the RFP solicitation.
   a) Include an overview of the solution and any applicable background.
   b) Provided bulleted highlights/reference points where specific details can be located for each service area.
   c) All solicitations are mandatorily sent to OIT Security.
   d) Hosting and IOP reviews are required as applicable.
V. Once the SME reviews are finalized, consolidate all responses, and provide feedback to the Non-IT or agency procurement analyst.
   a) Copy all SMEs along with the SIA team lead, SIA Strategist and agency BRM.
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Step 2: RFP Vendor Proposal/Supplement A Review Process

I. Non-IT, or agency procurement, analyst will distribute the vendor response and Supplement A to the SIA team lead for review by the Investment Analyst and Strategist.

II. Update the SIA SharePoint Procurement Document Review Page with the status.

III. SIA Investment Analyst will review the proposal and document analysis derived from the vendor response.

IV. Analysis consensus meeting with SIA team lead and Strategist will occur within 5 business days of receipt of proposal to discuss the analysis and determine which SMEs, if any, will be requested for reviews.

V. SIA Investment Analyst will engage the relevant OIT SME(s) for a review via email to review the vendor response.
   a) Include an overview of the solution and any applicable background.
   b) Provide bulleted highlights/reference points where specific details can be located for each service area.
   c) All solicitations are mandatorily sent to OIT Security.

VI. If the ISD team is involved in the review (server, network, storage, cloud), schedule an assessment meeting with the necessary SMEs.
   a) Include the SIA team lead, SIA Strategist, and agency BRM.
   b) The meeting should include the below:
      ✓ Solution Overview
      ✓ When was the RFP posted to the street?
      ✓ Who were the recommended SMEs for the pre-posting review?
      ✓ What are the hosting options recommended by the vendor?
      ✓ Is there a detailed HW configuration provided by the vendor?
      ✓ What is the proposed timeline for implementation?
      ✓ Cost proposal – Hosting costs
      ✓ Next steps – action items
      ✓ Schedule follow-up meeting if needed

VII. Add the RFP to the agenda of the recurring bi-monthly Technology Review Round Table meeting if needed.

VIII. Manage follow-ups and additional meetings as needed until the review process is complete.

IX. Once the SME reviews are finalized, consolidate all responses, and provide feedback to the Non-IT or agency procurement analyst.
   a) Copy all SMEs along with the SIA team lead, SIA Strategist and agency BRM.

X. Ensure final documentation is posted in SIA SharePoint Procurement Document Review Page.
   a) Original RFP/RFP Response
   b) Supplement A & S
   c) Consolidated SME response email feedback sent to Non-IT or agency procurement analyst (save as a pdf)
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