**Section 6.330 Request for Proposals**

a) The process for procuring a contract by competitive sealed proposals begins with the issuance of a Request for Proposals by publication in the Bulletin not less than 14 days before the date set in the request for the opening of proposals. (See Section 20-15(b) and (c) of the Code.)

b) The Request for Proposals will include the following elements that may be adapted to accomplish the objectives of the Department.

1) A general description of the type of service needed.

2) A general description of the nature of the work and its relationship to the objectives of the Department.

3) The anticipated starting date and duration of the contract.

4) A general description of the final product to be produced or service to be rendered.

5) A detailed description of the work of the project that also discloses a summary of any preliminary work that has been done, and any special conditions affecting the performance of the work, including but not limited to location, licenses, skills required and materials to be supplied. In addition, a timetable for performing the work, including reporting requirements, may be included or instructions for the offerors to provide an acceptable timetable may be specified.

6) A description of the required format for a proposal, including some or all of, but not limited to, the following elements:

A) Technical Proposal: A document describing in detail how the work will be accomplished, including any services that would be provided through a subcontract.

B) Staffing: A summary of the qualifications of the individuals who would be assigned to the project, a general account of experience in the field of work, and a list of current and anticipated contracts that could require the involvement of the project staff during the term of the Department's contract.

C) Cost Estimate: When the project is federally-funded, a detailed estimate of direct and indirect costs of accomplishing the work. When the project is not federally-funded, the Request for Proposal will indicate when and how price will be submitted.

D) Samples of Previous Work: Copies of reports, manuals, plans, etc., that are closely related to the type of services needed.

E) A statement of any additional requirements.

7) A description of the evaluation factors that will be used to evaluate and rank the proposals, and the relative importance of price to the evaluation factors. (See Section 20-15(e) of the Code.)

8) A name and phone number of the responsible Department office, and the official mailing address, date and time for submission of the proposal and supporting documents.

9) For any federally-funded contract that is expected to exceed $50,000 in cost, a notification that fiscal information may be required prior to an award detailing the offeror's accounting system, payroll burden, fringe expenses, and general and administration overhead expense percentage rating for purposes of a pre-contract audit.

10) A statement, for nonfederally-funded contracts, of when and how price will be submitted.

11) A statement that discussions may be conducted with offerors that submit proposals determined to be reasonably susceptible of being selected for award, but that proposals may be accepted and evaluated, and that an award may be made and contract executed without discussions.

(Source: Amended at 35 Ill. Reg. 16518, effective September 30, 2011)