

Webinar on

RFP Fundamentals


Learning Objectives

- Determining when is an RFP the best method*
- How to use and draft an RFI (Request for Information)*
- What standard clause should be included?*
- How and when to draft a scoring matrix*
- How to draft a questionnaire for scoring References*
- How to make multiple awards from one RFP*
- Drafting the award and rejection letters
Debriefing losers and engaging the winner*

Areas Covered

- What is it?*
- When to use it*
- How to draft it*
- How to score it*
- Making the award*
- How to avoid pitfalls*





Anyone involved in the drafting or scoring of an RFP as well as those that may need to respond to one will complete this webinar with an improved sense of confidence in tackling this procurement method.

PRESENTED BY:

Ken Jones has been working in the public and non-profit procurement field for 30 years. He worked for the New York State Office of Taxation and Finance as a Purchasing Assistant from 1985-87 and left there to work for the University at Albany, SUNY where he served as a Purchasing Agent and in 1999 was the Assistant Director supervising and providing training for the Office of Purchasing and Contracts.

On-Demand Webinar

Duration : 90 Minutes

Price: \$200

Webinar Description

Even seasoned professional Procurement staff dread doing RFP's and many office staff that are called on by their supervisors to do one are not sure where to start. Because RFP's maybe an infrequent experience it is always great to attend a webinar to sharpen your skills and avoid risks of having the RFP process be unsuccessful. Anyone involved in the drafting or scoring of an RFP as well as those that may need to respond to one will complete this webinar with an improved sense of confidence in tackling this procurement method.



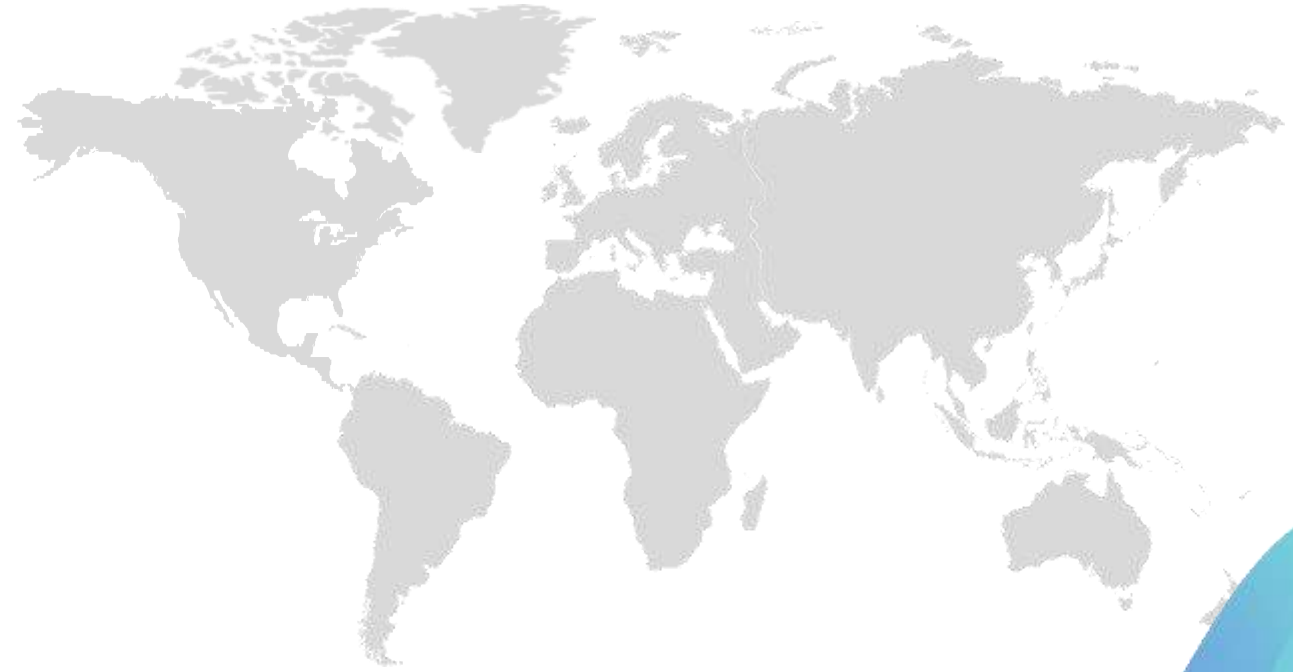
Who Should Attend ?

Procurement Professionals

Contract Managers

RFP Evaluators

Account Managers



To register please visit:

www.grceducators.com
support@grceducators.com
740 870 0321