

Tips for Successful RFPs

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Treasury Information Services

RFP Project Timeline

Week	Task
	<u><i>Pre-RFP</i></u>
-13 to -10	Conceptualize RFP; get approvals; form RFP project team
- 9 to - 6	Gather input; gather data
- 6 to - 4	Draft RFP; select recipients
- 4 to - 2	Final revisions and sign-offs
- 2 to 0	Produce RFP package; verify recipient addresses
0	Issue RFP
	<u><i>Post-RFP</i></u>
2 to 3	Bidder Q & A meeting
4 to 6	Proposals due
6 to 10	First review
12 to 14	Follow-up questions sent to bidders
16 to 19	Analysis and reference checks
20	Select bank and obtain internal okays, OR select finalists
21 to 22	Notify chosen bidder and others, OR 2 nd follow-up questions or set finalists meetings
26	Select bank; obtain internal okays
27	Notify chosen bidder and others