

Minimum Qualifications for Vendors bidding on MPD Policy and Procedure Review RFP:

The following is a proposed list of reasons that staff would screen out proposals to the RFP.

The proposals that meet these criteria would be passed forward to the committee for evaluation and scoring.

1. RFP response submitted on time and to the correct location.
2. All required documents have been submitted.
3. Proposal is complete and responsive to the RFP format, which means that the proposal is structured using the format and numbering system required in the RFP and the proposal is legible.
4. Non-responsive fee proposal that does not comply with instructions of Form D.
5. Not a current or past City of Madison employee.
6. Not on the DCR Affirmative Action contractor default list. (confirm w/ DCR- if this is something that can be conclusively determined)