RFP Distribution Process

Revised 4-6-21

1. RFP Preparation:
   a. Utilize the correct template (needs Civil Rights language at the end of the document) to create the RF: Q:\Projects\Resources\Templates & Forms\RFP\Templates
   b. Ensure that all dates match throughout the document – there are several places on the template that mention the dates.
   c. As much as possible, please ensure that the deadline for RFPs is at least 14 days (or 10 business days) out from the anticipated distribution date.
      i. It is understood that some RFPs will have shorter deadlines, but as much as possible, this should be the exception, not the rule.

2. RFP Distribution:
   a. Once RFPs are ready for distribution, please send to the RFP inbox at rfp@ussec.org and copy dcraig@ussec.org and amoody@ussec.org.
   b. **RFP Distribution Schedule:**
      i. RFPs will be sent for posting to the USSEC and USB websites by 11:00 am each day, and any RFPs received after that time will be included in the distribution for the next day.
      ii. The email notification to the RFP contractor contact list will be sent out by 4:00 pm each day.