

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 amood@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.