



**City of Fort Bragg**

**Administrative Regulation No. P-1**

**PREPARATION OF REQUEST FOR PROPOSALS (RFPs)**

**I. OBJECTIVE**

The objective of this Administrative Regulation is to establish a procedure and policy for preparation of Request for Proposals (RFPs) in order to ensure consistency.

**II. PROCEDURES**

1. The Department Manager shall prepare the RFP and list of interested parties and submit it to the City Clerk for review. An RFP template can be found in the Forms folder on the Z-drive.
2. The City Clerk shall review the RFP and list of interested parties. He/she shall attach the appropriate insurance requirements to the RFP and make changes to the list of interested parties as necessary and return all information to the Department Manager.
3. The City Clerk shall prepare and provide the legal notice to the *Advocate News* for publication and shall place the notice on the City's website. Upon approval of the City Manager, publishing and posting can be waived.
4. The Department Manager shall be responsible for mailing the RFPs to interested parties and maintain a list of any additional mailings.
5. The City Clerk shall be provided with a copy of the RFP and list of persons to whom the RFP was mailed, as well as a copy of each RFP submitted, for the official file.

**III. RESPONSIBILITY**

1. The Department Manager shall prepare the RFP and list of interested parties to receive the RFP.
2. The City Clerk shall prepare a legal notice to be published in the *Fort Bragg Advocate News* and shall place all RFPs on the City's website.
3. The City Clerk shall review all RFPs and list of interested parties for consistency. The City Clerk shall attach the appropriate insurance requirements to the RFP prior to its mailing.

**IV. DEFINITIONS**

1. "Request for Proposal" is a document used to request proposals for services, equipment or supplies.

Approved by City Manager \_\_\_\_\_

(Signature)

\_\_\_\_\_ (Date)

Made a part of the City's Administrative Regulations binder and distributed to all City staff \_\_\_\_\_

(Date)