

Phoenix-Talent School District 4

Code: **DJCA**
Adopted: 12/9/93

Request for Proposal

The District may use requests for proposals as a means for soliciting competitive proposals or offers to be used as a basis for making an acquisition or entering into a contract when specification and price will not necessarily be the predominant award criteria.

Requests for proposals shall minimally provide:

1. A clearly written document stating the contractual requirements;
2. A set of evaluation criteria which clearly outlines the procedure to be used in determining the award to include, but not limited to, cost, quality, service, compatibility, product reliability, operating efficiency and expansion potential;
3. Clear statement regarding complaint procedures and available remedies; and
4. A clear statement outlining the opportunity and procedure that allows vendors to comment on any specifications they feel limit competition.

The District's selection process will not inhibit competition or encourage favoritism.

Requests for proposals will not be used where competitive bidding is required on Oregon Revised Statutes nor will the request for proposal process be used if such process would substantially diminish competition for public contracts.

In all purchasing, the District will continually seek the most value for the funds expended.

END OF POLICY

Legal Reference(s):

[ORS 279.015](#)
[ORS 279.051](#)

[ORS 332.107](#)
[ORS 670.600](#)

[OAR 459-010-0030](#)

Internal Revenue Service *Independent Contractor or Employee* (IRS Publication 1779).