





Michigan Association of Planning's Planners in Private Practice Division

## Request for Proposals Do's and Don't's

<b>Don't</b> 	<b>Do</b> 
<ul style="list-style-type: none"> <li>• Call it an RFQ, but require an actual proposal</li> <li>• Throw in the kitchen sink</li> <li>• Develop RFP by committee</li> <li>• Copy and paste (at least without proofreading!)</li> <li>• Include contradictory requirements</li> <li>• Be unreachable</li> <li>• Overly micro-manage the scope</li> <li>• Require a list of other commitments or available hours of personnel</li> <li>• Use bid language for a professional service RFP</li> <li>• Overpromise what staff can do or time available</li> <li>• Require an overly detailed fee and hours breakdown for individual tasks, individual personnel and all expenses</li> <li>• Expect consultant to attend "all meetings necessary"</li> <li>• Ask for free work</li> <li>• Be silent on the budget</li> <li>• Issue an RFP that is clearly written to favor a particular firm or team</li> </ul>	<ul style="list-style-type: none"> <li>• Be clear about the process</li> <li>• Prioritize what you want/need</li> <li>• Assign a lead RFP writer</li> <li>• Spend time writing an RFP that communicates that you are serious</li> <li>• Make the specifications and procedures simple, clear and consistent</li> <li>• Provide contact information and be available for questions</li> <li>• Recognize that consultants are busy, just like you. Judge them based on their qualifications, approach and fee</li> <li>• Treat planning projects like planning projects – flexibility and creativity are your friends</li> <li>• Be realistic – is this an effort to save money, or to keep staff engaged? You are spending resources either way</li> <li>• Recognize that meetings cost time and money. Allocate a contingency budget for additional meetings that may arise.</li> <li>• Allocate a stipend budget if the proposal or interview requests some sort of preliminary deliverable</li> <li>• Consider publishing the budget. If no budget is allocated yet, be up front about that in the RFP</li> <li>• If you know who you want, direct select if you can</li> </ul>