

## 1.10 REQUEST FOR PROPOSAL

**Policy:** Selection of Title X contractors must be conducted in a manner to provide, to the maximum extent practical, open and free competition (*45 CFR 74.43; 45 CFR 92.36 (12) (C); 42 CFR 59.5*).

**Procedure:**

A request for proposal (RFP) is released from the Women's and Men's Health Section at the beginning of a competitive calendar year to solicit interest in providing Title X family planning services for designated areas in Montana. This information will be posted on the Department of Administration, General Services Division, Onestop Vendor Information website: <https://vendor.mt.gov/>.

1. Each RFP includes detailed information on the required services and implementation of the Title X family planning program.
2. A timeline is developed for each RFP, which includes:
  - a. Letter of Interest Issue Date
  - b. Letter of Interest Due Date
  - c. RFP Issue Date
  - d. Pre-Proposal Informational Meetings
  - e. Deadline for Receipt of Written Questions
  - f. Deadline for Posting Written Responses to the State's Website
  - g. RFP Response Due Date
  - h. Notification of Acceptance
  - i. Intended Date for Contract Award
3. An awarded contract will be eligible for renewal each year up to 7 years, in which another competitive process will be issued.