

## 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 (*2 CFR 200.319- Competition*).

**Procedure:**

A request for proposal (RFP) is released from the Family Planning Program 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, [Vendor Resources website](http://vendorresources.mt.gov/), (<http://vendorresources.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 (if applicable)
  - b. Letter of Interest Due Date (if applicable)
  - 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.