

# The College of The Bahamas



Established  
1974

## POLICY ON REQUEST FOR PROPOSALS

<b>POLICY NUMBER</b>	2008-10-POL
<b>TITLE OF THE POLICY</b>	REQUEST FOR PROPOSALS
<b>DATE OF ADOPTION</b>	November 12, 2008
<b>COUNCIL RESOLUTION NUMBER</b>	2008-10-POL
<b>SUPERSEDES</b>	Previous practices
<b>DATE OF IMPLEMENTATION</b>	November 12, 2008
<b>PROJECTED DATE OF REVISION</b>	November 2010
<b>PURPOSE OF THE POLICY</b>	The purpose of this policy is to establish guidelines to govern the content of the Request For Proposals (RFP) that are issued by The College of The Bahamas ("The College") relative to major projects. This policy seeks to standardize the content of the RFPs. This policy also aims to provide a prospective proposer with details of our contracting process and shall contain a paragraph that addresses the contract terms. This policy is designed to ensure that all proposers are aware that contracts entered on behalf of The College are signed by two individuals as set out in the approval levels.
<b>REVISION NUMBER</b>	Not Applicable
<b>ACCOUNTABILITY</b>	This policy is under the responsibility of the Vice-President, Finance/CFO, who is accountable for its implementation.
<b>ASSOCIATED PROCEDURES</b>	Determined by Vice-President, Finance/CFO
<b>RELATED POLICIES</b>	Policy on Contracting, Policy on Delegation of Financial Responsibility
<b>HISTORY</b>	New

## 1. Authority

- 1.1. The College of The Bahamas Act assigns the power to the Council to “to provide for the welfare of the students of the College; to control and superintend the property and policies of the College and to fix fees and charges for courses of study, facilities and other services provided by the College and to reduce, waive or refund fees and charges so fixed, generally or in any particular case or class of case”.<sup>1</sup>

## 2. Overview

Based on their dollar value, capital projects are to be approved by the College Council. These projects are subject to a tendering process. The scope of the work, details of terms and general conditions of the contract are to be set out in a Request For Proposal (RFP).

## 3. Policy

Each RFP should provide the following information:

- An overview of The College’s current state and expectations
- Scope of work to be performed
- An in-depth write-up of the proposal and proposer requirements
- Contract deliverables
- The College’s expectations in terms of quality measures and monitoring of quality
- Selection process
- Contract duration
- Details of how the proposal should be submitted and the format to be used
- Details of The College official to whom the proposal should be presented; this should include time, date and contact names.
- The RFP must include a paragraph that addresses Contract Terms; this paragraph should include a statement verifying that all contracts are subject to Council approval, are to be done in The College’s format, and must include an exit clause.

***All proposals submitted to The College shall be date and time stamped to ensure that the established deadline has been met with responses received after the deadline being documented as late, not accepted and returned to the bidder unopened.***

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**1 (Article 8. of The College of The Bahamas Act, 1995)**  
POLICY ON RFP