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| **RFP Getting Started Worksheet**This document is a collaborative tool for managing results-driven procurements. Refer to the instructional guide found at [**https://portal.ct.gov/OPM/Fin-PSA/Standards/PSA-POS-Procurement-Standards**](https://portal.ct.gov/OPM/Fin-PSA/Standards/PSA-POS-Procurement-Standards)for guidance on using this worksheet  |
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| **1: The Problem** |
| **What problem does this procurement intend to address?** |
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| **What can we share (with the group or with prospective vendors) about past efforts to solve the problem?** |
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| **2: Goals** |
| **What outcome goals are we trying to make progress on?** |
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| **What is the gap between where we are today and where we should be?** |
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| **3: Target Population** |
| **Who will be the users or recipients of these services?** |
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| **Are there any concerns about equity or access by certain groups?** |
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| **4: Required Scope** |
| **What elements of the scope of work are required?** |
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| **5: Innovation**  |
| **What specifications can be loosened to allow flexibility?** |
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| **How can we shift focus to the “what” rather than the “how?”** |
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| **Where can we ask vendors to propose new solutions?** |
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|  **6: Incentives** |
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| **Are there opportunities to link vendor payments to results?** |
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| **What contract term or length is most appropriate?** |
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| **7: Metrics** |
| **Which metrics can be used to orient providers to our vision of success and measure progress towards the goals defined in Question 2?** |
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| **8: Contract Management** |
| **What reports and data should be generated to facilitate oversight?** |
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| **How, and how often, should contract management meetings be held?** |
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| **Who should be responsible for contract management?**  |
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| **9: Scoring Criteria**  |
| **Which priorities are most important to integrate into scoring criteria?** |
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| **What proposal questions would connect to these priorities?** |
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| **10: Risks** |
| **What are the biggest risks to the success of this procurement?** |
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| **What steps can we take to mitigate these risks?** |
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| **Tying it all Together** **Are there any questions in the worksheet that the contract specialist or team was unable to answer? What further research or discussion is required?** |
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| **Who needs to approve or review this RFP before it can be released?**  |
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| **OPM’s POS and PSA RFP templates can be found at** [**https://portal.ct.gov/OPM/Fin-PSA/Standards/PSA-POS-Procurement-Standards**](https://portal.ct.gov/OPM/Fin-PSA/Standards/PSA-POS-Procurement-Standards)**.** |