



MISSION VIEJO
HOMEOWNERS' ASSOCIATION, INC.
AURORA, COLORADO



MVHA Request for Proposal Content Guide

All Requests for Proposals (RFP's) issued or associated with the affairs of the Mission Viejo Homeowners' Association (MVHA) must be approved by a vote of acceptance from the Executive Board of the Association. Once an RFP is issued, the MVHA Executive Board must also select and give final approval to the most appropriate candidate.

1. Scope:

Introduction: Describes what is motivating the need for the project and why the project is important. This may include some background information on the project. The introduction sets the boundaries of the project and allows a potential contractor to get a feel for the project's importance.

The introduction segment usually ends with the principal question the project seeks to answer when it is completed.

2. Statement of Work:

The statement of work clearly specifies the work required from the winning vendor. The overall objective of the project, which is often a restatement of the principal question driving the need for the project is presented and followed with specific objectives.

The request may include a broad definition of what is expected from the vendor. This helps a vendor without any to not waste time responding unless they know they can perform the work.

The specific objectives of the project define the collection of the components of the overall objectives which when achieved provide the solution to the problem.

You may specify some methods that you believe the vendor must use to address the questions you want answered. However, unless you are very confident about the uniqueness of the method to your problem, you may want to leave that open so you get different ideas and alternative solutions from respondents. You may find some very exciting approaches being presented to you.

3. Timelines

Timelines indicate the milestones and their expectations. What do you want to be completed by which date? Do you want monthly meetings, or quarterly meetings with the vendor? If you have a specific deadline by which the project must be completed, you must

indicate that to ensure that respondents to the RFP know this. If the deadline is firm and non-negotiable, state that too. Therefore, only contractors willing and able to complete the project on the specified date need submit a response.

4. Deliverables and Documentation -- Attach:

- a. Proof of insurance
- b. Proof of liability coverage and amounts
- c. Taxpayer identification
- d. Copy of city and/or county license
- e. Breakdown of total bid (labor/materials/permits/fees, etc.)

5. Response deadline:

There are two types of response deadlines: First, the response to the RFP deadline: This defines the date (and time) after which no proposals will be accepted. It facilitates clarity and fairness in the collection of proposals, allowing for the isolation of serious candidates from the others. A proponent who cannot meet proposal deadlines signals potential problems with time management.

Second, your notification of winning proposal deadline: This indicates when you will make a decision and notify proponents about the winning proposal. It provides respondents with a sense of a start time for the project so they can plan for it. After all, you cannot assume that they don't have other clients they are working with.

6. If selected, the chosen candidate must abide by the Mission Viejo Homeowners' Association Policy for Service Contracts and Bids of Work to the Association.