**PIM #92**

* SS RAP’s must include documentation of a Request for Information (RFI) which must be posted on the Alaska Online Public Notice (OPN) for a period of no less than 10 calendar days. This RFI is used as supporting documentation to show a good faith effort to conduct market research, find sources of competition and allow industry partners to provide insights on their capabilities to meet contractual requirements needed by a department.
* If only one response to the RFI is received from the vendor already identified as the apparent single source vendor, or no responses received, the Procurement Officer may finalize the Single Source RAP, then include evidence of the posting and the response or lack of responses and submit the package for normal processing.
* If multiple responses to the RFI are received from interested parties, the Procurement Officer shall conclude that potential competition exists, and competitive solicitation must occur.
* If multiple responses to the RFI are received and the procurement officer still considers the Single Source method to be the correct approach, please contact OPPM to discuss.

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| **Writing an RFI** |

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|  |  **Introduction:** Provide a brief statement that your Department/Division is “seeking information on qualified vendors |
|  | Who are able to provide…” and describe the products or services needed.* This section is similar to writing the title and brief high-level summary of the Purpose on the first page of an RFP.
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|  |  **Background Information:** Provide as much background information as possible to provide potential vendors |
|  | with a clear understanding of the products or services you are looking for and any other relevant information that would help potential vendors reasonably determine whether they would be able to provide the products or services.* Similar to when you write the scope of work for an RFP, be mindful not to make your information unduly restrictive. As you write the RFI remember you are looking for vendors who can provide that product (or something similar), or services. There could be someone new, or a new product (different from what you have been using) that is better, cheaper, and a great fit for what you are looking for. Keep an open mind.
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|  |  **Response Information:** Provide response instructions to potential vendors if they believe they can provide the  |
|  | products or services you require. They should submit their response by a certain deadline (make sure the deadline is at least 10 days from the issue date of the notice).* Their response should include detail on things such as the vendor’s experience and qualifications, the products, or services they offer, and why their products or services will work for the State.
* Make sure to list your contact information (see example below) and include instructions on how to submit a response to the RFI via email or hard copy.

**NOTE:**  RFI’s are not solicitations. Vendors know this and will not put the same amount of work into a response to your RFI as they would for an actual solicitation. You cannot score an RFI. You cannot award from an RFI. You cannot evaluate information given in an RFI for award purposes. An RFI is just for informational purposes, to see if other vendors exist that could meet your need.**Procurement Officer Contact Information (Example):**Interested parties must submit a written response by (date), at (time)p.m. ADT. Responses may be sent by (U.S. mail or E-mail) to the address listed below.All questions must be in writing and directed to the Procurement Officer listed below.Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Attention: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |