

Request for Proposal (RFP) / Invitation for Bid (IFB) Process

The Novato Fire Protection District (District) Regular Board of Directors (BOD) meeting is held the first Wednesday of each month. At this meeting, any request for the release of an RFP and/or IFB is presented to the BOD for approval. If the RFP and/or IFB release is approved, this information is provided to the public as follows:

1. The following Monday:
 - a. The RFP and/or IFB is published on the District's main webpage www.novatofire.org and it can also be located on the News webpage <http://www.novatofire.org/index.aspx?page=30>
 - b. An announcement is made on the District's Facebook page to visit the District's main webpage for additional information regarding the RFP and/or IFB
 - c. A legal ad is published in the Marin Independent Journal
2. The following Wednesday
 - a. A legal ad is published in the Novato Advance
3. One week from the first Monday
 - a. A second legal ad is published in the Marin Independent Journal
4. One week from the first Wednesday
 - a. A second legal ad is published in the Novato Advance

When an interested party accesses the RFP and/or IFB information on the District's main webpage they are provided with:

1. Brief instructions for completing the process
2. Direction to review the document completely
3. Direction to follow the proposal instructions for submission of their response
4. A link to download a PDF version of the RFP and/IFB document

Each RFP and/or IFB has a distinctive Scope of Services so each document is unique but in general, each RFP and/or IFB proposal contains a section which clearly states:

1. How the proposal is to be completed (form and content)
2. When (due date/time) to submit it
3. How to submit it (in person or via mailing service)
4. Who the District's representative will be for questions
5. To whom (Fire Chief) the submittal/response should be sent