



SUSTA's RFP Process

- I. For contracts valued at \$25,000 or more per annum;
 1. SUSTA will send out a formal RFP. All RFP's will be advertised and made open to the general public.
 2. At least three (3) competitive bids (where possible) will be obtained to assure adequate competition.
- II. For contracts valued at less than \$25,000 per annum;
 1. RFP's shall be issued to a minimum of three companies.
- III. All contracts issued will require that the formal Contract Committee, comprised of SUSTA staff and representatives from the State Departments of Agriculture, convene to review contracts. The Contract Committee will evaluate proposals received accordance to the RFP. Based on the evaluation of this committee, a contractor may be selected and a contract issued.
- IV. All Contracts are rebid every three (3) years.
- V. SUSTA will approve and sign the contract.

Consultants may be contracted by SUSTA or on behalf of SUSTA via a State Department of Agriculture or a hired contractor.

SUSTA prohibits discrimination in employment and services. Persons who require alternate means for communication of program information or those wanting our full non-discrimination policy should contact SUSTA.