



## **REQUEST FOR PROPOSAL (RFP) PROCESS TRAINING**

August 31, 2009

The City of Las Cruces seeks to maximize local business participation in contracts awarded through a competitive solicitation known as a Request for Proposal (RFP). Local firms interested in competing for contract awards are encouraged to attend scheduled RFP training conducted by the City Purchasing Department.

Several one hour training sessions are planned and are intended to clarify the purpose/use of RFPs and include a review of City's RFP document that will provide an understanding of actions necessary for responding to an RFP and for being considered for contract awards. Information will also be provided on how to respond to a RFP, how responses are evaluated, and how final selection and contract award is determined. Sufficient time will be allotted during the training sessions for attendees to ask questions.

Businesses interested in attending one of these meetings are requested to complete the attached registration form and return to the City of Las Cruces Purchasing Department, fax number 575.541.2515.



**REQUEST FOR PROPOSAL (RFP)  
TRAINING REGISTRATION**

Name of Company: \_\_\_\_\_  
Please Print

Name of Representative: \_\_\_\_\_  
Please Print

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Please select a date and alternate date that you would like to attend the training.

- | <b>Preferred<br/>Date</b> | <b>Alternate<br/>Date</b> |   |
|---------------------------|---------------------------|---|
| <input type="checkbox"/>  | <input type="checkbox"/>  | 10:00 a.m. – 11:00 a.m. Friday, September 11, 2009  |
| <input type="checkbox"/>  | <input type="checkbox"/>  | 2:00 p.m. – 3:00 p.m. Friday, September 18, 2009    |
| <input type="checkbox"/>  | <input type="checkbox"/>  | 10:00 a.m. – 11:00 a.m. Friday, September 25, 2009  |
| <input type="checkbox"/>  | <input type="checkbox"/>  | 10:00 a.m. – 11:00 a.m. Tuesday, September 29, 2009 |
| <input type="checkbox"/>  | <input type="checkbox"/>  | 10:00 a.m. – 11:00 a.m. Friday, October 9, 2009     |
| <input type="checkbox"/>  | <input type="checkbox"/>  | 2:00 p.m. – 3:00 p.m. Friday, October 16, 2009      |

Please return this form via fax to 541.2515, or via email to [bidclerk@las-cruces.org](mailto:bidclerk@las-cruces.org)

Maximum capacity for each session is fifty (50). You will be contacted confirming the training date pending seating availability.

Thank you for your interest in doing business with the City.