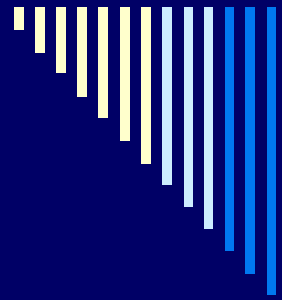


# Submitting RFAs

**Ensuring a Smoother Process**

**July 28, 2010**

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# Four Phases for Success

- Planning
  - Submission
  - Review
  - Follow Up
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# Planning Phase

- ❑ Review “threshold” list (see attached) to determine how your RFA will be processed.
  - ❑ If a request has a deadline in which action needs to be taken, take that into account prior to submission; matching that date to the “threshold” list is extremely important.
  - ❑ Please note matters needing County Board approval must be submitted no less than 10 business days prior to the next regular board meeting to get on the agenda.
  - ❑ Discuss details of request with appropriate Executive Team member prior to submission of the RFA, ideally when the issue is first noted.
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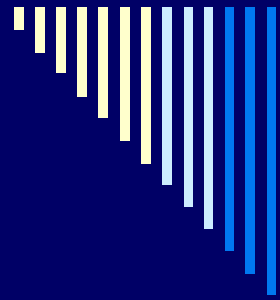
# Planning Phase

- ❑ All necessary attachments and backup documentations included on the work order, please discuss what is expected with the Finance or HR Director prior to submission.
  - ❑ All material must be read by the department head in its entirety and deemed to be in accordance with all County policy before discussion with an Executive Team member.
  - ❑ RFA's that do not have all necessary documentation or the documentation has not been read will be promptly removed from the WO system and requestor will be asked to resubmit in accordance with these guidelines.
  - ❑ If possible, signatures (from the other party) on documents should be obtained prior to submission. This helps with timeliness in completing requests but also validates their commitment.
  - ❑ Remember to include the correct number of originals that are needed, plus one for the original documents file in the Finance Department.
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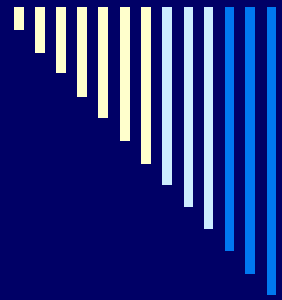
# Submission Phase

- Select an individual to enter the RFA and attachments into a Track-It Work Order. This individual should check status and keep you informed on progress.
- Each action item must be submitted individually. Enter each request into Track-It Work Order. i.e. If requesting to backfill two positions, two separate work orders must be submitted.
- Once your request has been logged into a work order through the Track-It system:
  - All necessary attachments and backup documentation must be noted on that work order.
  - It is important to note any specific requirements or details on the work order. i.e. Specify contacts and addresses for which a contract and/or grant should be followed up once it has been approved by the Board or internally.
- If you have checked the status of your RFA and still have questions, please contact Administration @ ext. 2633 or [administration@allegancounty.org](mailto:administration@allegancounty.org).



# Review Phase

- Following submission, each WO/RFA will be reviewed and either approved or denied by the Executive Team and/or the Board.
  - Please allow 10 business days for turn around time on internal approval processes.
  - For Board approval, please consider what steps will need to be taken by reviewing the “threshold” list. i.e. Will it need County Board discussion prior to Board action?



## Follow-up Phase

- Once action is taken on a WO/RFA the requestor will be notified of the outcome and any specific instructions the requestor needs to complete to finalize the action.
  - Documents needing signature will be processed through the Administration office.