



## Request for Proposal (RFP)/ Request for Approval (RFA) Process

**Note- Please plan for execution of request to occur within 6 business days.**

1. Consultant/staff will draft the appropriate language with pertinent information.
  - Be mindful of the following: approved scope of work, approved budget amount, and the grant award period.
  - Please contact the Grant Management Specialist (GMS) if you need a form
2. Consultant/staff will submit draft to [legal@chronicdisease.org](mailto:legal@chronicdisease.org) for review. This will enable our GMS or other designated staff to respond. **Please allow up to 3 business day for a response.**

The review will focus on the following:

- Make sure the language agrees to the approved budget, scope of work, and the grant period.
- Professional presentation of information

3. GMS will notify Senior Director of Operations and Senior Director of Programs (SDP) or designated staff of RFP/RFA. Please feel free to communicate RFP/RFA to SDP or SDO prior to emailing information to [legal@chronicdisease.org](mailto:legal@chronicdisease.org).

4. Upon approval, if your RFP/RFA involves a Communications deliverable or web application, submit a request to Communications for their services via the [Creative Product](#) or [Web Services](#) on the consultant webpage. Associate tip sheets are also located on the consultant webpage.

Be sure to indicate when the RFP/RFA should be removed from the website. This will enable anyone on the Communications team to respond in someone's absence. **Please allow up to 3 business day for a response.**