**Section 357.60 Content of Requests for Proposals**

a) Requests for proposals will be in writing and contain the necessary information to enable a prospective provider to prepare a proposal. The RFP shall include:

1) A description of the work to be performed.

2) The submission process.

3) The review process.

4) General contract and bid information.

5) Date, time and address of bidders' conference when applicable.

6) The Department contact person.

b) Requests for proposals will inform prospective providers of all evaluation factors and of the relative importance attached to each criterion.

(Source: Renumbered from Section 357.5 at 21 Ill. Reg. 13160, effective October 1, 1997)