

Procurement Management Request for Formal Solicitation

Information from Requesting Department for RFP, RFQ, IFB



Purpose: Used by departments to assist in the drafting of a Formal Solicitation.

DEPARTMENT INFORMATION

Requesting Department:	
Project Title:	
Today's Date:	

DEPARTMENT CONTACT INFORMATION (Person completing this form)

Name:	
Title:	
Campus Phone:	
Email Address:	

PROJECT CONTACT INFORMATION (Person who is requesting RFP, RFQ, IFB)

Name:	
Title:	
Campus Phone:	
Email Address:	

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SECTION I – BACKGROUND, OVERVIEW, GOALS

<p>BACKGROUND</p> <p><i>Provide a complete description of the background and events leading up to this request.</i></p>	
<p>OVERVIEW</p> <p><i>Provide a complete discussion of the project overview: this could include a brief overview of your department.</i></p>	
<p>GOALS</p> <p><i>Describe the goal(s) of this project: this could include a project timeline.</i></p>	
<p>ESTIMATED VALUE</p> <p><i>Provide the estimated budget for the project.</i></p>	

SECTION II – STATEMENT OF WORK

<p><i>Provide a detailed statement of the work for which the successful vendor will be responsible, e.g., deliverables, timelines, and University responsibilities.</i></p>	
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SECTION III – MANDATORY REQUIREMENTS

<p>MINIMUM MANDATORY OFFER OR QUALIFICATIONS</p> <p><i>List minimum mandatory qualifications of vendor and/or key personnel, e.g., 5 years of experience with similar work, project leader must have 3 years of experience with similar projects.</i></p>	
<p>MINIMUM SERVICE REQUIREMENTS</p> <p><i>If this project includes a service component, list the minimum service requirements of vendor, e.g., must respond within 4 hours of service call, must have assigned service representative.</i></p>	

SECTION IV – PROPOSAL SUBMISSION

EVALUATION COMMITTEE MEMBERS

Indicate number of members. There must be at least three (3) committee members.

Number of Committee Members:	
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Provide committee member name and contact information.

Name	Title	Phone	Email

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SECTION V – OFFER OR RESPONSE FORMAT

<p><i>Identify the information that the vendors must submit regarding their technical/financial proposals. (Must coincide with the Evaluation Criteria listed in Section VI.)</i></p>	
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SECTION VI – EVALUATION & AWARD

<p><i>List the evaluation criteria for this request. (One criterion must be a financial proposal.)</i></p>	
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OTHER INFORMATION

Identify any potential offerors that you would like Procurement Services to notify when this RFP is published.

Company Name	Contact Name	Phone	Email

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CONFLICT OF INTEREST STATEMENT

The above named companies have not given, offered to give, nor intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with any submitted bid, offer, proposal or contract.

The undersigned university official does not have a financial, personal, or business interest in a vendor whose products or services are being considered for purchase at the university or campus. Any conflict shall be disclosed to prevent any real or perceived institutional conflicts of interest.

I certify that the above statements are true and correct.

Signature of Project Manager:	
Print Name:	
Title:	
Department:	
Date:	

Approval of Supervisor (Cost Center Manager):	
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Procurement Use Only

Approved	
Declined	

Procurement Signature:	
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