



Request for Formal Solicitation

Information from requesting department for RFP, RFQ, IFB

Today's Date:

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Purpose: *Completed by department to assist in the drafting of a formal solicitation; to be attached to requisition.*

DYdUfa Ybh-bZfa Ujcb

Requesting Department:

Project Title:

CcbhUWi-bZfa Ujcb (Department's main contact regarding this request)

Name:

Email Address:

Title

Campus Phone:

Estimated Value:

Provide the estimated budget for the project.

For internal use only.

BACKGROUND

Provide a complete description of the background and events leading up to this request - Describe current state of how needs are met.

NEEDS ASSESSMENT

Why do need this product and/or service? Will this impact any statutory requirements, policies or business processes?

GOALS

Describe the goals, purpose and/or objective if we are able to procure this good/service. What will you be able to do in the future? How will the System benefit from this procurement?

The companies listed on this form have not given, offered to give, or 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, proposal, or contract.

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

I certify that the statements contained in this document are true and correct.

Approval: Director level or above

Approval: Procurement Services

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STATEMENT OF WORK/SCOPE OF SERVICES Provide a detailed description of the work and/or services for which the vendor will be responsible. This could include but not limited to; deliverables, timelines, University responsibilities, etc.

SERVICE REQUIREMENTS List any service requirement that the vendor will be responsible for providing. (I.e. must respond within 24 hours, must provide dedicated customer service representative, reports, quarterly reviews, remediation, etc.)

VENDOR QUALIFICATIONS List mandatory minimum qualifications required of vendor and/or their key personnel (i.e. 3 years experience in industry/similar sized project/higher ed, certifications or permits, etc.) Note: Any bidders not meeting the qualifications listed below are subject to disqualification.

PROPOSAL SUBMITTAL List any information that bidders must include in their response, a financial proposal must be included as one of the requirements. Items listed here should provide necessary information for the evaluation criteria.

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EVALUATION CRITERIA

NOTICE: Only the criteria that is published in the solicitation document can be used to evaluate proposals. There can be no exceptions. Please consider this criteria carefully. One of the criteria should be financial proposal.

EVALUATION COMMITTEE

List the members who will make up the evaluation committee; fill out each column for each member. There should be a minimum of 3 members; ideally, there should not be more than 5-7 total.

Name

Title

Phone

Email

POTENTIAL BIDDERS

Identify any potential bidders you would like Procurement Services to notify once this solicitation is published.

Company Name

Contact Name

Phone

Email