



REQUEST FOR FORMAL BID/RFP SOLICITATION

Please forward this completed form to the Purchasing Department as soon as you are aware of the need for Purchasing to perform a formal solicitation (\$30,000 and above when there is competition available and there is not an existing contract in place). If you need assistance or have questions, please contact the Purchasing Department. Please factor in at least a month to three months turnaround time for the solicitation process depending on the complexity and method utilized. This process may include document development, review and approval, advertising, addendums, closing or bid opening, evaluation of bids, and final board award.

Name: _____ **Title** _____ **Date** _____

School or Department: _____ **Phone #** _____

Estimated Cost \$ _____ **Account code for funds** _____

Anticipated start date _____ **End Date** _____

Will this be a onetime purchase or bid annually? One time purchase **Annually**

PRODUCT/SERVICES INFORMATION/SCOPE OF WORK: (Provide details and include specifications. Use additional sheets as necessary in a Word/Excel format).

Purchasing Method Requested

Bid – Evaluated and awarded based on lowest price

RFP – Evaluated and awarded based on scored criteria

For RFP please include evaluation criteria and values as well as identify a group of people to serve on the evaluation committee.

Does there need to be a pre-bid conference or can questions be asked online?

Pre-bid **Online Questions**

My signature acknowledges that I approve this request and that funding is available.

Signature

Name