 Office of Procurement

Request for Solicitation Form

This form shall be utilized when requesting goods or services in excess of $5,000.

Requestor: (The individual requesting the goods or services): Enter your First and Last Name

Department: Enter your First and Last Name

Needs Goods or Services by: Click or tap to enter a date. (Once the solicitation is posted, please allow for a minimum of thirty (30) days*.*)

What is the proposed contract term: [ ] One Time Purchase or [ ]  Multiple years (e.g. Initial One-Year Term with up to Four One-Year Optional Renewal Periods)

This requirement is (Select all that apply): Revenue Generating [ ]  Expenditure [ ]  Software[ ]

If expenditures are required, enter the budget number. Enter the complete FOAPAL string.

What is the estimated project cost over the life of the Contract, including renewals? $Enter a total dollar amount. (*For requirements greater than $350,000, the Board of Governors approval is required.)*

Scope of Work/Services Development (*The Office of Procurement will work with the requestor/department if more information is needed.)*

1. Please provide a narrative for the purpose of the Solicitation including the departmental need for the requirement.

Click or tap here to enter text.

1. Please provide a list of possible vendors, a minimum of three (3) is required.

Vendor Name, Contact Name, and Email Address:

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
4. Click or tap here to enter text.
5. Click or tap here to enter text.
6. Please detail the desired pricing structure for the Goods or Services (e.g. fixed sum, unit pricing for use as needed, etc. and frequency (e.g. monthly, weekly, annually).

Click or tap here to enter text.

1. Please provide any other information that should be considered.

Click or tap here to enter text.

1. Please provide the Goods or Services specifications. (Information must be in complete sentences and you may attach a separate document).

Click or tap here to enter text.