

Request For Proposal (RFP) / Request For Qualifications (RFQ) Initiation

Date of Request: _____

Project Information

Requesting Department or Organization: _____

Responsible Party: _____ Phone: _____ Email: _____

Note: The Responsible Party is the key stakeholder responsible for the project from inception to the conclusion of project execution and closeout.

Brief Description of Project/Service: _____

Estimated Value of Contract Annually : \$ _____

Is this a one-time service/project or a multi-year/on-going agreement? _____

Is this an expenditure or a revenue-generating agreement? _____

Is there an existing agreement in place for this product/service (if so, provide details) _____

Date Needed: _____

Vendor Information

Please list any and all known vendors, including contact information, who may offer an acceptable product/service solution:

Vendor 1

Vendor: _____

Contact: _____

Phone: _____

Email: _____

Vendor 2

Vendor: _____

Contact: _____

Phone: _____

Email: _____

Vendor 3

Vendor: _____

Contact: _____

Phone: _____

Email: _____

Vendor 4

Vendor: _____

Contact: _____

Phone: _____

Email: _____

Funding InformationIs this project/request fully funded? Yes No

If no, please explain how the products/services will be paid for: _____

Are any Federal funds being utilized? Yes No

If no, please identify the source of funding: _____

Are any State Appropriated funds being utilized? Yes No

Signature of the Responsible Party: _____