



Request for Proposal (RFP)

Application Form

(All fields are required to be complete or the application will be rejected)

Name:

Title:

Phone Number:

Email:

Department:

Type of Service to be Sourced:

Publication Date:

Length of Publication:

Contract Effective Date:

Number of Awarded Proposers:

Length of Contract:

Please note Contracts may not be exceed five (5) even with renewals.

Renewable: Yes No

Length of Renewal:

Pre-Proposal Conference Required:

Yes

No

Presentations Required:

Yes

No

Project Narrative: Short paragraph giving a brief overview of the project

Mandatory Requirements: List items that are a must for this project. If you need more space please and an attachment. These items will make up the required items of the Technical Proposal section

Technical Specifications:

Please list any technical requirements that need to met by the service, that are not covered in the Mandatory items.

Evaluation Criteria Weighting:

Please fill in the values for the items in red. If there will be no presentations, please enter "N/A"

Evaluation Criteria	Point Values
Qualifications	100
Technical Proposal	
Presentation	
Cost Proposal	
Total Points	1,000

Cost Items:

List line items for cost to be broken down by. All cost are to considered as per year

Potential Vendors:

If there are any specific vendor that you wish to receive the RFP, please indicate their email address below.

Signature:

Date: