



## Request for Formal Solicitation

Information from requesting department for RFP, RFQ, IFB

Today's Date:

### PURCHASING DEPARTMENT

**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.*

Requested

Need by Date

*Purchasing will attempt to prepare a timeline that meets this date.*

*Will confirm in the kick-off meeting that follows.*

### 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 you 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 UTSA benefit from this procurement?

Approval: Director level or above

Project number/Work Order number (RPM-only field)



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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.

**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. Criteria will be slotted and presented to you during the kickoff meeting.

**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 Purchasing to notify once this solicitation is published.

Company Name

Contact Name

Phone

Email