**Request for Proposal (RFP) Guide and Authorization**

This form must be completed and submitted to the Purchasing Office prior to any action being conducted for the specified project. Under no circumstances may an employee or department request formal proposals from any firms, companies, or individuals without authorization.

Project Name

Contact Phone E-Mail

Intended Project Start Date (after conclusion of RFP)

Account’s/Budget’s/Index’s to be used

Please provide details if funds are NOT available at the start of the RFP

Estimated Project Cost

Selection Committee (names)

Does this project interrelate with other campus systems (IT)? Yes/No (circle one)

If yes, please explain

**RFP Details**

Please include on the back of this form specific verbiage on the “Intent” of the RFP; exactly what we will be seeking to achieve (one or two sentences only); and, a “Scope of Work” which provides the proposers a guide on what the University is looking to accomplish and the eventual outcome of the project. This can be from a single paragraph to several pages, depending on the project (Purchasing can assist in developing the Scope). This information is required to proceed with the RFP.

Approvals

Submitted by (please print name) Date

Dept. Head/Chair/Dir.(signature) Date

President, VP, or Provost Date

(Required if estimated project cost exceeds $50,000)

Budget Office Date

Please complete the following or attach separate document with required information

**Intent**

**Scope of Work**

Please use additional forms, if necessary