

Request for Proposal (RFP) Guide and Authorization

Must be completed/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.

RFPs can take up to 60 days to be awarded.

Project Name:		
Main Contact Name:	Email:	Phone:
Requesting Department:	Intended Project Start Date:	Estimated Project Cost:
Account(s) / Budget(s) / Index(s) Funding Project:		
Minimum of 3 Selection Committee Names and Contact Information (Do not include Main Contact):		
Does project integrate with other campus systems (i.e. IT)? Yes No		
If yes, explain:		

Approvals Required Prior to Submittal of Request:

Submitted by (please print):	Date:
Dept. Head/Chair/Director (signature):	Date:
President, VP, or Provost (signature Required if estimated project cost exceeds \$50,000)	Date:
Budget Office (signature):	Date:

RFP Details Continue on Next Page

RFP Details

List 3 Vendors Below – Please include a valid email & phone number for each
RFP will be advertised to allow additional vendors to participate

1.
2.
3.

Intent of RFP (Briefly explain exactly what we will be seeking to achieve – 1 to 2 sentences):

Scope of Work (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:

Continue on additional forms if needed