**Purpose:**

Used by departments to assist in the drafting of a Request for Proposal (RFP).

**DEPARTMENT/RFP INFORMATION**

|  |  |
| --- | --- |
| Requesting Department: |  |
| Project Title: |  |
| Today’s Date: |  |

**CONTACT INFORMATION (Person completing this form)**

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Campus Phone: |  |
| Fax: |  |
| Email Address: |  |

**SECTION I -- BACKGROUND, OVERVIEW, GOALS**

|  |  |
| --- | --- |
| **BACKGROUND**  *Provide a complete description of the background and other events leading up to this RFP.* |  |
| **OVERVIEW**  *Provide a complete discussion of the project overview: this could include a brief overview of your department.* |  |
| **GOALS**  *Describe the goal(s) of this project: this could include a project timeline.* |  |

**SECTION II -- STATEMENT OF WORK**

|  |  |
| --- | --- |
| *Provide a detailed statement of the work for which the successful vendor will be responsible,*  *e.g., deliverables, timelines, University responsibilities.* |  |

**SECTION III -- MANDATORY REQUIREMENTS**

|  |  |
| --- | --- |
| **MINIMUM MANDATORY OFFEROR QUALIFICATIONS**  *List minimum mandatory qualifications of vendor and/or key personnel, e.g., 5 years experience with similar work, project leader must have 3 years experience with similar projects.* |  |
| **MINIMUM SERVICE REQUIREMENTS**  *If this project includes a service component, list the minimum service requirements of vendor, e.g., must respond within 4 hours of service call, must have assigned service representative.* |  |

**SECTION IV -- PROPOSAL SUBMISSION**

**EVALUATION COMMITTEE MEMBERS**

*Indicate number of members. There must be at least three (3) committee members.*

|  |  |
| --- | --- |
| Number of Committee Members: |  |

*Provide committee member name and contact information, if available.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Phone** | **E-mail Address** |
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**SECTION V -- OFFEROR RESPONSE FORMAT**

|  |  |
| --- | --- |
| *Identify the information that the vendors must submit regarding their technical/financial proposals.*  *(Must coincide with the Evaluation Criteria listed in Section VI.)* |  |

**SECTION VI -- EVALUATION & AWARD**

|  |  |
| --- | --- |
| *List the evaluation criteria for this RFP.*  *(One criterion must be a financial proposal.)* |  |

**OTHER INFORMATION**

*Identify any potential offerors that you would like the Procurement Service Center to notify when this RFP is published.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company Name** | **Contact Name** | **Phone** | **Fax** | **E-mail Address** |
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**Send completed form to:** PSC Purchasing

Email this form as an attachment to the appropriate purchasing agent

(see <https://www.cu.edu/psc/purchasing/commodities.htm>)