

## RFP and RFQ Request Form

(Procurement Use Only) Assigned Control# \_\_\_\_\_

Initiator Name: \_\_\_\_\_

Initiator Email: \_\_\_\_\_

Initiator's Phone Number: \_\_\_\_\_

Project Name/Description: \_\_\_\_\_

**Please indicate funding source. Capital Budget**

**Operational Budget**

**Grant**

**Other**

The Procurement Department will need time to prepare an RFP or RFQ. Your completion of the tables below will aid in the prompt completion of your RFP or RFQ. Please make every effort to allow vendors at least 5-20 business days to prepare a response to an RFP or RFQ.

It is recommended that more time should be allowed for more complex requests.

| Event/ Activity                         | Date |
|---|------|
| RFP or RFQ distribution date            |      |
| Response to questions due from vendors* |      |
| On-site or pre-bid meeting date*        |      |
| Vendor proposals due date               |      |
| Award/decision date                     |      |
| (* - If applicable)                     |      |

**Vendor Contact Information:**

Please complete the following information for all vendors who are to receive the request. A minimum of three vendors are required. If additional space is needed, attach a separate sheet.

| Vendor Name | Contact | Phone | E-mail |
|-------------|---------|-------|--------|
|             |         |       |        |
|             |         |       |        |
|             |         |       |        |
|             |         |       |        |
|             |         |       |        |
|             |         |       |        |
|             |         |       |        |

### **Specifications**

**This portion is only for an RFQ.** Please provide the following information with regards to specifications.

| Manufacturer | Model/Part No. | Description | Quantity |
|--------------|----------------|-------------|----------|
|              |                |             |          |
|              |                |             |          |
|              |                |             |          |

### **Evaluation of a Submitted Proposal**

**This portion is only for an RFP.** *How will the proposals be evaluated?* Please complete the following table by listing the criteria to be used in evaluating the vendor proposals. This is not required but is strongly encouraged.

| Evaluation Criteria | Total Weighted Score (Not to Exceed 100) |
|---------------------|--|
| 1                   |  |
| 2                   |  |
| 3                   |  |
| 4                   |  |

**Send completed form to:**

purchasing@csc.edu

**Definition of RFP, RFQ and RFI**

**RFP** Request for proposal - Written request asking vendors to submit proposal and pricing.

**RFQ** Request for quote – Written request for pricing on specific item or items.

**RFI** Request for information – Written request asking vendor for information only (no award will be made.)

**How many copies of the proposal or quote are needed from the vendor? \_\_\_\_\_**

**NOTES:**

A competitive bidding process is necessary if Fiscal Year spending exceeds or will exceed \$24,999 for goods and \$49,999 for services.

Competitive bidding is not required if a vendor/item or service is on a Group Purchasing Organization (GPO) contract such as a State of Ohio, E&I, IUC, US Communities, NJPA or other GPO recognized by Purchasing. See Purchasing for a list of GPO's.

A competitive bidding waiver may also be permitted however a "Request for Waiver of Competitive Bidding" form must be completed and approved.