|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project/ Subject** |  | | | | |
| RFP or RFQ? | RFQ ☐ RFP | | Est. Contract Value | $ | |
| Deputy/Sponsor |  | | RFP Administrator |  | |
| Project Manager |  | Contract Term |  | Wizard # |  |

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| **Approvals** | | | | | |
| Deputy Executive Director Approval | | | | | |
| I have reviewed the RFP/Q document described below and approve its release:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Deputy/Sponsor Signature Date | | | | | |
| EC/DC Approval | | | | | |
| 🞏 At the \_\_\_\_\_\_\_\_\_\_\_\_ EC meeting Action:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    🞏 At the \_\_\_\_\_\_\_\_\_\_\_\_ DC meeting Action:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Approved for Release** | | | | | |
| 🞏 By the COO  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Justin Erbacci, Chief Operating Officer Date | | | | | |
| **Objective** | | | | | |
| *Please include these items:*   * *Impact of it not going forward* * *Alternatives considered* * *Advances Strategic Plan (be specific)* | | | | | |
| **Prior Related Actions** | | | | | |
| *Note: How have these services been provided in the past (i.e. language from the previous Board Report, Business Enterprise Goal Type/% if applicable, why existing staffing is no longer sufficient, changes in federal, state or other requirements, etc.) \*\*****Include contract values and amount spent for prior contracts of the same or similar types.*** | | | | | |
| **Procurement Services Determination** | | | | | |
| ☐ LBPP Applies  ACDBE Goal:  DBE Goal: | | | | ☐ DVBE Goal:  ☐ LBE Goal:  ☐ LSBE Goal:  ☐ SBE Goal: |  |
| **Timeline** | | | | | |
| Actions / Dates | | | | | |
| *Note: Please add any other relevant dates (if applicable)*  RFP Release Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Pre-Proposal Conference Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Proposals Submission Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Anticipated Board Award Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Minimum Qualifications (if any)** | | | | | |
|  | | | | | |
| **Evaluation** | | | | | |
| Criteria and Weights | | | | | |
|  | | | | | |
| Panel Members | | | | | |
|  | Name | | | Title/Position | |
| 1 |  | | |  | |
| 2 |  | | |  | |
| 3 |  | | |  | |
| 4 |  | | |  | |
| 5 |  | | |  | |
| Process | | | | | |
| Panel Evaluation | | Mandatory | Optional |  | |
| Technical Review | | ☐ | ☐ |
| Oral Interviews | | ☐ | ☐ |
| Short-list determination | | ☐ | ☐ |
|  | | | | | |
| **Funding Source** | | | | | |
|  | | | | | |

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| **PROCUREMENT SERVICES DIVISION USE ONLY** |
| Notes: |
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