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

|  |
| --- |
| **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: |
|  |