

FORMAL SOLICITATION REQUEST

(Revised 06/2009)

A formal solicitation is required:

--For purchases over \$25,000.00

--For professional services as described in Government Code 2254

Instructions: Complete and attach electronically to the requisition that requires a formal solicitation request.

Department	Contact	Title
Contact e-mail	Phone Ext.	
# of copies of responses requested:	Is a pre-solicitation meeting needed?	Electronic format?
Statement of Purpose: Describe the extent of products and/or services your department is looking for, as well as, the overall objectives of the contract:		
Background Information: Provide a brief statement of your department and its operations.		
Scope of Work: Explain the specific duties to be performed by the provider and the expected outcomes or specifications for the goods to be purchased. Include a detailed listing of responsibilities, particularly when subcontractors are involved.		
Outcome and Performance Standards: Specify the outcome targets, minimal performance standards expected from the contractor, and methods for monitoring performance and process for implementing corrective actions.		

Deliverables: Please list all products, reports, and plans that will be delivered to your organization and propose a delivery schedule and expected cost estimate.

Terms of Contract: Specify length, start date and end date of the contract, and the options for renewal.

Contractual Terms and Conditions: Attach standard contracting forms, certifications, and assurances. You may include requirements specific to this particular contract. Please inform of additional terms and conditions required to be added to this bid/proposal that are outside of UNT's standard terms and conditions.

Evaluation and Award Process: List department criteria for use in evaluating proposals and for making the final contract award.

Evaluation Committee: List members of the evaluation committee:

Process Schedule: Please provide your suggested timeline to include date of evaluation, interviews, selection and award of contract.

Proposed Vendors: Provide a list of proposed vendors to send solicitation.