

**REQUIRED FOR ALL
PROCUREMENTS > \$25,000**

APP #: _____
Requisition # _____
Account #: _____

TITLE: _____

SOLICITATION NO: _____

PROJECT MANAGER: _____ **CA:** _____

PROJECT DESCRIPTION: _____

FUNDING SOURCE: _____ **ESTIMATED AMOUNT:** _____

Federal (Specify Grant Type) _____

Operating/Local Funds _____

Other (Specify) _____

Are the required Federal Articles specified in solicitation? YES NO

Are the required Federal forms included in solicitation? YES NO

SMALL BUSINESS GOAL (%): _____

INDEPENDENT COST ESTIMATE: \$ _____

PROCUREMENT METHOD:

IFB - Lowest Responsive and Responsible Bidder

RFP - Technically Acceptable, Lowest Price

RFP Best Overall Value- Numerically Scored (explicit factors),
Is Cost Factored? YES NO

RFQ – A&E Procurement (Texas Government Code 2254)

Inter-local Agreements/Cooperative Agreement/State Contract
Specify: _____

Non-Competitive (SOLE SOURCE) _____

Other _____

Procurement Method Rationale: (Include Method of Procurement Decision Matrix Form)

Identify basis for selected procurement type, the proposed evaluation criteria; associated points, if applicable, and explain how criterion relates to an objective evaluation. (If using the Best Value method, explain the basis for potential value).

IDENTIFY POTENTIAL COMPETITION/SOURCES FOR SERVICES:

VENDOR NAME	VENDOR NAME

BOILERPLATE ISSUES: Identify any deviations or special clauses needed in Contract Terms & Conditions for this procurement:

SAFETY COMPONENT: Identify the inclusion of any additional safety provisions that are included beyond the boilerplate safety provisions.

- Are there any Hazardous Materials included in this solicitation? YES NO
(If yes, please coordinate with Public Safety.)

BRAND NAME: Is physical and/or salient characteristics identified in solicitation? YES NO

INSURANCE: Appropriate type and level of insurance selected for the Contract (Risk Management verified?) YES NO

Will there be a Pre-Bid or Pre-Proposal Conference? YES NO
Any special concerns/considerations:

DAVIS BACON Language added (if applicable) YES NO

SOURCE SELECTION EVALUATION TEAM (If Applicable)

NAME	TITLE	DEPT

CONTRACT TYPE:

- FFP COST REIMB. T&M
 UNIT RATE OTHER _____

WHY WAS CONTRACT TYPE CHOSEN: (For T&M, explain why no other form of contract is suitable):

PERIOD OF PERFORMANCE: (i.e. 5 year, 3 year with two one year options) _____

Reason for choice:

CONTRACTOR’S DELIVERABLES AND PAYMENTS:

- Deliverables: What are the deliverables? Are they specifically stated in the SOW/Specs?
- Payment: How will the Contractor be paid? If progress payments, how are the payments tied to the deliverables and how is progress measured?

OVERALL SUMMARY OF RISKS/CHALLENGES: Discuss risks and challenges to successful completion of this procurement (ie. technical, cost or schedule issues).

ADDITIONAL INFORMATION:

CONCURRENCE

Contract Administrator:

Project Manager:

Signature

Signature

Date

Date

Reviewed by:

Manager of Procurement/Manager of Contracts

Attachments: Statement of Work

- Independent Estimate and APP
- Method of Procurement Decision Matrix Form
- Signed Procurement Schedule
- RFP/RFQ Evaluation Criteria (if applicable)
- Non-Competitive Justification (if applicable)
- Brand Name Justification (if applicable)
- Small Business Goal Form (if applicable)
- Summary of Procurement for Sole Source over \$25K