

Howard County Public Schools

REQUEST FOR FORMAL IFB/RFP PROCESS

Please forward this fully completed and signed form to the Purchasing Department as soon as you are aware of the need for Purchasing to perform a formal solicitation (\$50,000 and above). If you need assistance or have questions, please contact purchasing@hcpss.org. The request will be processed on a first come, first serve basis. Please factor in at least a four- month to five-month turnaround time for the solicitation process depending on the complexity and method utilized. This process may include document development, review and approval, public posting, pre-proposal meeting, addendums, closing, evaluation of bids, and final board award.

Requesting Person/Title:

Department/School:

Phone #:

Description of Services/Product Requested:

Is this request to rebid an existing contract that is expiring: *Y* *N*
Old Contract/Bid#

Total Estimated Cost:

Start Date:

Completion Date:

PRODUCT/SERVICES INFORMATION/SCOPE OF WORK:

(Provide details and include specifications. Use additional sheets as necessary in a Word/Excel format).

NAMES OF RECOMMENDED VENDORS & CONTACT PERSON'S INFO. & E-MAIL:

Purchasing Method Requested (IFB/RFP):

(Please note that although the requestor may suggest a solicitation method, the purchasing department will make the final determination about the best method to use based on specific requirements).

Operating Fund? Y N **Grant Funding?** Y N **State/Capital Funding?** Y N

Budget/Program Name:

Program #:

Fiscal Yr.:

Project Title and Number (If applicable): _____

Department Head Signature:

Date:

Division Heads Signature:

Date:

Upon receipt of this completed form, a Purchasing Staff member will contact the requestor above to discuss the process and tentatively establish key dates.