



CONTRACTING AND PROCUREMENT SERVICES SOLICITATION REQUEST FORM

Date: \_\_\_\_\_

PSU Contact: Name: \_\_\_\_\_ Job Title: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Name: \_\_\_\_\_

Product or Service Required:

[Empty box for Product or Service Required]

Estimated Contract Value: \$ \_\_\_\_\_

Desired date to release solicitation: \_\_\_\_\_

Desired date to receive goods or for services to commence: \_\_\_\_\_

Page limit of proposals: \_\_\_\_\_

Optional Interview? \_\_\_\_\_

Names, email addresses & phone numbers of selection committee member

[Four horizontal lines for names, email addresses & phone numbers]

Attachments:

- Scope of Work – Attached? Yes  No 
• Appendices – Attached? Yes  No 
• Evaluation Criteria and Possible Points- Yes  No

Depending on the type of solicitation required, writing the solicitation may take as little as three weeks up to several weeks. Also depending on the solicitation type and the complexity of the project, the solicitation must be posted on Bid Locker for as little as three days up to several weeks.

CAPS cannot complete writing the solicitation until you have provided ALL documents. During the drafting process, you are expected to review solicitations drafts and provide feedback in a timely manner.