

Formal Solicitation Requirements - Facilities

This form may be requested by Purchasing for contracts over \$25,000 in order to assist in the creation of a formal solicitation document (RFP, RFQ, RFO, RFI, or ITB). This form is required for contracts over \$1 million. A meeting may be required between the department and the appropriate Buyer in Purchasing to complete the form. Contact your Buyer, if needed.

1. Brief description of Product/Service/Scope of Work.

2. Projected Cost or Revenue over the Life of this Contract, including all possible extensions.

****Internal Audit Review Questions MUST be completed if over \$1M. Form located at: <https://www.uh.edu/office-of-finance/purchasing/Forms/>**

A. Will this contract require Board of Regents approval?

See Section VI: BOR Policy 55.01, Contracts: <https://uhsystem.edu/board-of-regents/policies/>

Yes

No

Board Approval Date:

B. Are any federal funds being used?

Yes

No

C. Account(s) that will be used for this Contract.

Contact Le'che Mayes (LRHunter@central.uh.edu) for this information. This is a 5-digit number that usually starts with a 5XXXX.

3. Project Manager (person responsible for overseeing the contract)

Name	Title	Email

4. Is a site visit required for this solicitation?

Yes

No

Check if Mandatory

When and where will the meeting take place?

****PM will reserve rooms for meetings depending on the final dates of the RFP.**

5. List of evaluation committee members (minimum of 5)

****All committee members are required to have completed the Conflict of Interest training.**

Name	Title	Email

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6. List any vendors that should be invited to bid (email address):

Business Name	Email

7. Is the Project Manager (named above) aware of any information that was shared with a potential respondent in the past year that might give the respondent a competitive advantage in responding to the solicitation?

Yes

No

Signature of Project Manager:

Date:

Date submitted to Purchasing: