Request for Bid/Proposal

Submit a TUmarketplace non-catalog requisition to Purchasing. Attach the following information to the requisition:

Specifications or Scope of Work (SOW) – detailed description of your needs and requirements. This would include, but is not limited, to the following:

- *Deliverables:* what you expect to receive from the awarded firm - reports (in what format), project schedule, installation, etc.
- *Timeframe:* specific date project or product must be complete/delivered or number of weeks you will need completion after award.
- *For product include if known:* manufacturer name, product number and dimensions, graphic design if needed, room floor plan if available, delivery location and time that deliveries can be made, delivery to site; delivery and installation required, will you accept substitute product, etc.
- *For services:* if required, number of meetings anticipated with awarded firm, committee type(s) that firm will need to meet with, anticipated number of meetings with each committee, etc.

Selected Firms/Vendors – If you have a list of firms or vendors that you would like Purchasing to include in the request for bid attach those names to the requisition.

Include the following:

- Vendor Name
- Address
- Phone Number/Fax/email
- Contact Name

Questions to consider:

- Do you want a pre-bid meeting with vendors: Pre-bid/proposal meetings are an opportunity for you to discuss your needs with the bidders and for the bidders to ask any questions they may have related to your specifications?
- Do you want to allow bidders to submit written questions related to your specifications or bid process?
- Who is the contact person in your area that purchasing will work directly with during this bid/review/award process?
- Will there be an award committee who will be reviewing the responses to determine award? If yes please provide committee names.
- Will you expect to conduct interviews with perspective awardees to evaluate bid responses and bidders project team?
- Is a capital expenditure request (CER) required; if so please attach approved CER to the requisition?