

BUREAU OF PUBLIC SERVICE SYSTEM
PROCUREMENT REQUEST COVER SHEET

SECTION 1

- 1.) Agency/Department Name: _____
- 2.) Name of Requesting Official/Appropriate Management Official: _____
- 3.) Signature: _____ 4.) Date: _____
- 5.) Point of Contact for RFP/IFB: _____
- 6.) POC Phone #: _____ 7.) Fax #: _____ 8.) Email: _____
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SECTION 2

- 1.) Suggested Title of IFB or RFP: _____
- 2.) Type of Service to be Procured: _____
- 3.) Basis of Selection (Check all that apply):
____ Competitive price ____ Quality ____ Delivery time ____ Other relevant factors*
- *Please state other relevant factors: _____
- 4.) Does the Department require Interviews and/or have Vendors provide Demonstrations: ____ Yes ____ No
- 5.) Requested Bidding Period: Start Date _____ End Date _____
- 6.) Check if Requesting for Less than 30 Days ____ *If shorter period is requested, please attach justification*
- 7.) Period of Performance (Estimated): Start Date _____ End Date _____
- 8.) Multiple Year Award? ____ Yes ____ No, If YES state number of years _____
- 9.) Budget for Project/Service (Estimated in US Dollars): _____
- 10.) Funding Source: ____ Local ____ Grant ____ Other: _____
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SECTION 3

- 1.) Site Visit Location and Address (if applicable): _____
- 2.) Date and Time for Site Visit: _____
- 3.) Other Relevant Information (attach additional page if needed): _____
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SECTION 4 - For Administrative (Procurement Officer) Purpose Only:

- 1.) Procurement Number: PCS- _____ 2.) 15-Day Notice Dates: Start _____ End _____
- 3.) Bidding Period: Start _____ End _____ 4.) Bid Opening Date: _____
- 5.) Procurement Officer Signature: _____ 6.) Date: _____