

Formal Bid/RFP Request Specifications

Contact Information

Name **E-mail**

Department

Purchase Information

Provide a description of the products/services you need to procure

Provide a description of how the goods/services will be used.

What is the anticipated cost/budget for this product/service?

Is cost the most important factor for this procurement?

Has this product/service been purchased in the past?

Is this research/grant related?

Is Installation required?

Is training required?

Is a warranty expected with the purchase?

Are subcontractors allowed?

Are special vendor certifications required?

What is the desired term for the contract?

Are renewals needed?

Desired delivery date?

Anticipated lead time for delivery?

Any potential loss if not received by this date?

Specifications

Specifications for products/services should be based on functional, technical or measurable performance and how they correlate to your needs. You should focus on clarity and simplicity; identify minimum requirements; and identify methods to be used to verify compliance with the specifications.

Please list all specifications and whether it is mandatory or desirable. Please attach additional page, if needed.

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