**Request for Proposal (RFP) Questionnaire**

The Request for Proposal (RFP) solicitation method a common method for ensuring achievement of “best value” as required by Texas Education Code 51.9335. The RFP process requires the participation of an evaluation team made up of subject matter experts from the department. The team works together with Contracts & Procurement to develop a Scope of Work (SOW) and a list of questions for proposers that will assist the evaluation team in the scoring process. Each team member will review qualified proposals and score them based on the RFP criteria.

**Submittal Instructions**:

The evaluation team leader for the project must review and complete this form. Completed forms must be sent via email at [purchasing@utsystem.edu](mailto:purchasing@utsystem.edu) .

After a review of the questionnaire, Contracts & Procurement will contact the team leader to schedule a meeting with the team to begin to develop the necessary information required to formally post the RFP.

**Evaluation Team Leader (Primary Contact)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Click or tap here to enter text. | **Department:** | Click or tap here to enter text. |
| **Phone:** | Click or tap here to enter text. | **Email Address:** | Click or tap here to enter text. |

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| --- |
| **Provide a brief description of the goods or services required:** |
| Click or tap here to enter text. |

**Department Approval**

By signing below, the department acknowledges that the information submitted has been reviewed by management, the department approves moving forward with the project and that funding is available.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
|  |  |  |  |
| Printed Name: |  | Title: |  |

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| --- |
| **Project Information Questionnaire** |

Check the appropriate selection for each question below:

**General Information:**

|  |  |
| --- | --- |
| Is this a request for a good or service? | **Choose an item.** |
| If service, will this be a one-time or ongoing service? | **Choose an item.** |
| Do you anticipate that the award will result in a purchase order or contract? | **Choose an item.** |
| Do you anticipate the need for a Pre-Proposal Conference? | **Choose an item.** |
| Do you have a copy of a current or former PO or contract?  (If yes, please submit with this form) | **Choose an item.** |
| Are there any existing contracts for the good/service that relate to this procurement of which proposers may need to be aware? | **Choose an item.** |
| Does the team anticipate the need for on-site demonstrations or presentations by proposers? | **Choose an item.** |
| Does the team anticipate making a single award or multiple award? | **Choose an item.** |

**Budgetary Information:**

|  |  |
| --- | --- |
| Will the university be paying, receiving payment or no cost? | **Choose an item.** |
| What is the estimated total cost/payment over the term of the agreement?  (including any extensions/renewals) | **$Click or tap here to enter text.** |
| How was the estimated total determined? | **Choose an item.** |
| Will the project be funded by a Federally-assisted Department of Transportation Program? | **Choose an item.** |

**Project Timing and Contract Term:**

|  |  |
| --- | --- |
| When do the goods/services need to be in place/started by supplier? | **Click or tap to enter a date.** |
| Are there any special considerations for when the work can be performed by suppliers? | **Choose an item.** |
| For ongoing service, what is the desired contract term (length in months)? | **Click or tap here to enter text.** |