

**CONTRACTING AND PROCUREMENT SERVICES
SOLICITATION REQUEST FORM**

Date: _____

PSU Contact: Name: _____
Job Title: _____
Email: _____
Phone: _____

Project Name: _____

Federally Funded: Yes No

Product or Service Required: _____

Estimated Contract Value: \$ _____

Desired date to release solicitation: _____

Desired date to receive goods or for services to commence: _____

Page limit of proposals: _____

Optional Interview? _____

Names, email addresses & phone numbers of selection committee member

Attachments:

- Scope of Work – Attached? Yes No
- Appendices – Attached? Yes No
- Evaluation Criteria and Possible Points- Yes No

Depending on the type of solicitation required, writing the solicitation may take as little as three weeks up to several weeks. Also depending on the solicitation type and the complexity of the project, the solicitation must be posted on Oregon Procurement Information Network (ORPIN) for as little as three days up to several weeks.

CAPS cannot complete writing the solicitation until you have provided ALL documents. During the drafting process, you are expected to review solicitations drafts and provide feedback in a timely manner.