

When complete, return this form to the Purchasing Office (J.C. Kellam 527) or by FAX (512)/245-2393. If you need assistance with this form contact the Office of Procurement and Strategic Sourcing at (512)/245-2521.

PROPOSED PROCUREMENT INFORMATION

Posting Headline

Texas State Requisition ID Number

Bid Open Date

Bid Open Time

1. Indicate the solicitation **posting period**:

- Emergency** (< 21 days) **14 days*** **21 days** (normal posting period) **Procurement < \$25k** (no minimum posting period)
 * Requires bid and solicitation package to be electronically posted

2. Indicate Procurement **Solicitation Method**

- Invitation for Bid (IFB)** **Request for Offer (RFO)** **Request for Proposal (RFP)** **Other:** _____

3. Is the solicitation for **single** or **sole source** provider?

- Yes** **No**

4. **Estimated Quantity:** _____ **Unit of Measure:** _____

5. If known, **previous price paid for same (similar) goods or services:** \$ _____

6. What is the date the goods or services will be needed? _____

7. State of Texas GSC Commodity Class and Item Code: **Class:** _____ **Item:** _____

8. If award estimated to be over \$100k is a HUB Subcontracting Plan (HSP) required?

- Yes** **No**

9. Please provide a detailed description of solicitation:

SOLICITATION CONTACT INFORMATION

Contact Name (Last, First)

Campus E-mail Address

Department Web Address

Department Phone Number

Department FAX Number

Address Line 1 (Department Name)

Address Line 2 (Building)

City

State

Zip

POSTING PREPARED BY

Prepared By

Campus Phone Number

Campus E-mail Address