



Competitive Solicitation Request Form

Please complete this Request Form in its entirety and submit it to bids@fiu.edu in order to initiate the competitive solicitation process. A member of Purchasing Services will contact you within one (1) week of receipt of the completed Request Form. Please attempt to fill out every field to the best of your ability in order for Purchasing Services to be able to recommend the best Competitive Solicitation Process for the services or commodity being procured.

Department:
Department Contact Name & Title:
Email Address: Extension: Bldg/Room #

Review the description outlined for each type of Competitive Solicitation on the Purchasing website at: http://finance.fiu.edu/purchasing/2purchasing_procedures.html.

Type of Competitive Solicitation Preferred: ITB RFP ITN

Which of the following categories best describes what is being purchased? Please check one.
Commodity Services Combination of Commodities and Services

If you selected "Combination of Commodities and Services" above, please list the percentage of total cost anticipated to be for the commodity portion versus the service portion.

Commodity % Services %

Objective of Competitive Solicitation:

General Scope of Work:

Date Contract/Services Needed By:

Anticipated Cost/Value of Contract/Services (Estimate):

Amount Budgeted for Contract/Service: Funding Source:

Has Department previously had a contract or issued a competitive solicitation for these services/commodities?
Yes No

If yes, please provide detail (include vendor's name, competitive solicitation number and title, if applicable).