**Form Instructions:** This form must accompany all Requests for Proposals (RFPs) being presented to the Division of Procurement Services for approval.

|  |  |  |  |
| --- | --- | --- | --- |
| **RFP Coordinator:** | Click or tap here to enter text. | **Office/Division/ Program:** | Click or tap here to enter text. |
| **Expected Contract Amount:** | $Click or tap here to enter text. | **Expected Initial Contract Length:** | Click or tap here to enter text. |
| **Funding Source:** | Click or tap here to enter text. |
| **Expected RFP Release Date:** | Click or tap to enter a date. | **Expected Contract Start Date:** | Click or tap to enter a date. |
| **Type of Services Sought:** | Click or tap here to enter text. |
| **Current Vendor:** | Click or tap here to enter text. | **Current Vendor a Maine Business:** | Yes [ ]  No [ ]  |
| 1. **Specific Problem or Need**

Provide a detailed description of the goods, services or grants to be procured. |
| Click or tap here to enter text. |
| 1. **Prior Experience with Purchasing the Services Sought**
	1. Is this a new service for the requesting Department?
	2. If not a new service, have these goods, services or grants been previously solicited via RFP (if so, provide most recent RFP number)?
	3. Was there an appeal request and/or hearing during the previous RFP?
 |
| 2a. Yes [ ]  No [ ]  |
| 2b. Yes [ ]  No [ ]  If “Yes” - RFP#: Click or tap here to enter text. |
| 2c. Yes [ ]  No [ ]  |
| 1. **Market Research**
	1. Describe the market research efforts that have been completed to determine potential qualified vendors.
	2. List the names of at least 3 businesses that are qualified and could potentially be interested in providing the services within this RFP.
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| 3a.[ ] Procurement IQ[ ] GovWin IQ[ ]  Google Search and/or other internet search engines[ ]  Cold Calling Vendors[ ]  Cooperative Contracts[ ]  Contacting Other States[ ]  Request for Information (RFI)[ ]  Other: Click or tap here to enter text. |
| 3b.1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
4. All Other: Click or tap here to enter text.
 |
| 1. **Assistance from Outside Expertise with Requirements**
	1. Did the requesting Department utilize a consultant/outside expert in the drafting of this RFP?
	2. If yes, identify the consultant/outside expert.
 |
| 4a. Yes [ ]  No [ ]  |
| 4b. Click or tap here to enter text. |
| 1. **RFP Evaluation Team**

Identify the members of the evaluation team by name, title and role. Roles should include: lead, financial expert, business expert (preferably from outside the division or program area) and subject matter expert(s). |
| **Name/Title** | **Role** |
| Click or tap here to enter text. | Financial Expert |
| Click or tap here to enter text. | Business Expert |
| Click or tap here to enter text. | Subject Matter Expert |
| Click or tap here to enter text. | Other (if applicable) |
| Click or tap here to enter text. | Other (if applicable) |
| Click or tap here to enter text. | Other (if applicable) |
| **Signatures** |
| **Signature of requesting Department’s Commissioner (or designee):** |  |
| **Printed Name:** | Click or tap here to enter text. | **Date:** | Click or tap to enter a date. |
|  |  |
| **Signature of DAFS Procurement Official: \*** |  |
| **Printed Name:** | Click or tap here to enter text. | **Date:** | Click or tap to enter a date. |

*\*Signature of DAFS Procurement Official will be done after the GOVRFP form has been submitted to the Division of Procurement Services.*