# **West Texas A&M University**

# **Request for Proposal Questionnaire**

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**Contact Information:**

Name:

Phone:

Email:

Department:

Work Address:

**Project/Service Description** (short description of project or service):

# Budget Information:

* Cost Estimate/ Budgeted Amount:
* Fund Type (i.e. State, Federal, Grant, HEAF or local funds):

# Contract/PO Information

Desired Start Date:

End Date of Services:

Are the services ongoing?

Do you foresee paying for services on a lump sum basis or peridically?

Have these types of goods or services been utilized by your Department before (If yes, attach details? ☐ Y ☐ N

Do you desire to make awards to multiple contractors for this item/service/project? ☐ Y ☐ N

Does WT have an existing contract for this particular service? ☐ Y ☐ N

Can this type of service be found on a State Cooperative (I.e. Texas Smartbuy)? ☐ Y ☐ N

# Scope of Work:

Transmit in Microsoft Word, a detailed scope of work which includes desired performance, procedures, milestones, schedules, quality and quantity, reporting and/or monitoring requirements, any deliverables and any information or specific role(s) your department will provide.

# Submittal and Evaluation Criteria

1. Are there any minimum qualifications or specifications?
2. Do you foresee awarding to the lowest qualified bidder? ☐ Yes ☐ No

If “No” use the table in #3) below to outline the information you are looking for in order to evaluate responses.

1. Answer the following questions for each type of submittal information you would like to receive from entities submitting proposals:

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| --- | --- | --- |
| **Evaluation Topical Area** | **What submittal items you want to review from proposers?** | **How will this item be evaluated? What will we consider in scoring? What**  **would the desired response look like?** |
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| Price |  |  |

Please email the WT Purchasing Office your completed questionnaire (purchasing@wtamu.edu), a draft document will be sent to the Project Contact for review. All required pre-approvals must be received by the WT Purchasing Office before the bid can be released.

# Performance Monitoring

If performance monitoring criteria are not included in the Scope of Work, please outline them below. The statutory requirements are included below.

Performance monitoring for the contract shall include the following:

1. Performance measures and standards
2. Accountability.
3. Monitoring Requirements
4. Noncompliance Resolution