

**Department of Administration
Administrative Services Division**

Request for Proposals (RFP) Worksheet

Please complete the RFP worksheet, print, and obtain the appropriate authorizing signature. Prepare the scope of work in a separate Word document. Submit the scanned RFP worksheet and the Word.doc file through the ASD Business website by selecting "Competitive Selection Request."

General Information	
Agency Name and Number (3-digit number): Date this form completed (mm/dd/yyyy): (e.g. Admin Services Div. - 086)	
Agency Address, phone and fax:	
RFP title:	
Budget account to charge:	Budget account category to charge:
RFP contact person if different from contract monitor:	RFP contact phone:
Estimated contract amount:	Payment terms: <input type="checkbox"/> upon approved invoice <input type="checkbox"/> hourly at approved rate <input type="checkbox"/> other (please specify)
Anticipated contract start date (mm/dd/yyyy):	Anticipated contract end date (mm/dd/yyyy):
Will any part of the contract be paid with Federal funds? <input type="checkbox"/> yes <input type="checkbox"/> no	Will there be a pre proposal conference or walkthrough? <input type="checkbox"/> yes <input type="checkbox"/> no
If there will be a pre proposal conference or walkthrough, is it mandatory? <input type="checkbox"/> yes <input type="checkbox"/> no	

Insurance Questionnaire

Will the contract involve the use of the contractor's or the State's vehicle as part of the services being provided? <input type="checkbox"/> yes <input type="checkbox"/> no	Does the contract involve janitorial or building maintenance services? <input type="checkbox"/> yes <input type="checkbox"/> no
Will the contractor be responsible for keeping a "master key" to State property? <input type="checkbox"/> yes <input type="checkbox"/> no	Will the contract involve security services? <input type="checkbox"/> yes <input type="checkbox"/> no
Will the contractor handle money on behalf of the State? <input type="checkbox"/> yes <input type="checkbox"/> no	Will the contract involve elevator maintenance? <input type="checkbox"/> yes <input type="checkbox"/> no
Will the contract involve vehicle transport/storage/repairs or maintenance? <input type="checkbox"/> yes <input type="checkbox"/> no	Will the contract involve special events/use of State premises? <input type="checkbox"/> yes <input type="checkbox"/> no
Will the contract involve long-term leasing or rent of State or private premises? <input type="checkbox"/> yes <input type="checkbox"/> no	Will the contract involve purchase of products to be sold or distributed directly to the public? <input type="checkbox"/> yes <input type="checkbox"/> no
Will the contract involve the purchase and installation large or highly valued equipment? <input type="checkbox"/> yes <input type="checkbox"/> no	Will the contract involve the purchase of hazardous materials? <input type="checkbox"/> yes <input type="checkbox"/> no
Will the contract involve environmental services or consulting? <input type="checkbox"/> yes <input type="checkbox"/> no	Will the contract require the services of a licensed or certified professional? <input type="checkbox"/> yes <input type="checkbox"/> no If so, please indicate type below:
Do any of the following IT components relate to this amendment?	
<ul style="list-style-type: none"> Software development Computer consulting Web site design/programming Integrated computer system design Privileged access to network systems, valuable property or sensitive data 	<ul style="list-style-type: none"> Multi-media design Data management Other computer service <input type="checkbox"/> Yes <input type="checkbox"/> No

Scope of Work

Attach, in a separate Word document, a detailed, specific scope of work. Please label the document with the RFP title followed by "Scope of Work" and the date it was prepared. **When submitting through ASD website, please attach the electronic Word document file (not a scanned copy) of the scope of work.**

Please consider the following:

- What facilities will use the service?
- deliverables with dates
- required reports with dates
- milestones with dates
- deadlines
- inspections
- product specifications
- functional specifications
- performance specifications
- subsequent service and support
- usage and warranty
- applicable laws
- Who evaluates performance?
- What happens if deliverable, report, milestone, etc. is missed?

Mailing List Development – Potential Vendors

In the space provided below, please identify entities who should receive direct notification of the RFP's release. Please include vendors from the Purchasing Division's database via their website.

Company Name	Contact Name	Email Address	Fax Number

Contract monitor/agency lead:	Contract monitor/agency lead phone:
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Authorization to proceed with Request for Proposal (RFP):

Print Name and Title

Signature of Division Administrator or Designee

Date