

**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

<p>Will the contract involve the use of the contractor's or the State's vehicle as part of the services being provided?</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>	<p>Does the contract involve janitorial or building maintenance services?</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>
<p>Will the contractor be responsible for keeping a "master key" to State property?</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>	<p>Will the contract involve security services?</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>
<p>Will the contractor handle money on behalf of the State?</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>	<p>Will the contract involve elevator maintenance?</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>
<p>Will the contract involve vehicle transport/storage/repairs or maintenance?</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>	<p>Will the contract involve special events/use of State premises?</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>
<p>Will the contract involve long-term leasing or rent of State or private premises?</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>	<p>Will the contract involve purchase of products to be sold or distributed directly to the public?</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>
<p>Will the contract involve the purchase and installation large or highly valued equipment?</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>	<p>Will the contract involve the purchase of hazardous materials?</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>
<p>Will the contract involve environmental services or consulting?</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>	<p>Will the contract require the services of a licensed or certified professional?</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If so, please indicate type below:</p>
<p>Do any of the following IT components relate to this amendment?</p>	
<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 <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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