**Request for Competitive Procurement Project**

The Project lead should complete this form and email to purchasing.helpdesk@uoguelph.ca.

A Sourcing Specialist from Purchasing Services will follow up with you within next 2 to 4 business days.

1. **Project Information**

|  |  |
| --- | --- |
| Request Date |  |
| Requesting Department |  |
| Project Lead Name |  |
| RFP Approver |  |
| Project Team:Project Lead – Main point of contactReviewers – Scoring of responsesAdvisors – Review as needed |  |

1. Summary of Goods/Services to be procured:

1. Which type of project below best describes the project?

[ ]  One time delivery of goods and related services

[ ]  One time delivery of services

[ ]  Repetitive delivery of goods over a period of time

[ ]  Repetitive delivery of services over a period of time

[ ]  IT software or hardware

3. If the project deliverables are required over a period of time, provide an estimate of the term in either years or months.

4. Are you aware of any Suppliers in the marketplace that are capable of providing the deliverables?

1. **Budget Details**
2. Budget Approval Status (please select one only):

[ ]  Project funding has been approved

[ ]  Project funding has NOT been approved

2. If funding is not approved, when do you anticipate the approval being granted?

3. Who is the final approver of the project budget?

4. Total budget amount excluding taxes:

5. Provide the the GL coding for the budget:

6. If the project is for IT software, have the following approvals been given?

|  |  |
| --- | --- |
| Has the project been reviewed by the PMO Office? |  |
| If total budget is >$100K IT Governance Council approval |  |
| If total budget is >$500K Capital Planning Committee approval |  |
| If the total budget is >$2M CCS Executive approvalPhysical & Digital Infrastructure Committee approval Board of Governors given approval |  |

1. **Project Timeline**
2. What is the target date for contract award?
3. Are there any other deadlines that Purchasing should be aware of?