

**OFFICE OF FACILITY CONTRACTS (OFC)
REQUEST FOR PROCUREMENT SERVICES**

TO: Office of Facility Contracts (OFC)

FROM: _____
Name of Requesting Department

I. Requirement:

- Construction
- Professional Services

II. Type of Contracting Action:

- New Contract
- Modification to existing Contract: Contract Number: _____

III. Procurement Method:

<input type="checkbox"/> Invitation for Bids	<input type="checkbox"/> Sole Source
<input type="checkbox"/> Request for Proposals	<input type="checkbox"/> Emergency
<input type="checkbox"/> Professional Services	<input type="checkbox"/> N/A – Modification/Change Order

IV. Provide the documents specified below, as applicable:

- Name and contact information of the Department representative
- Scope of Work
- Plans and specifications
 - Brand name or specifications restrictive of competition shall not be used without approval by the SPO Administrator. Agencies shall attach the signed [Form SPO-014](#) to OFC for coordination.
- Estimated cost including funding sources and Fiscal Year (revenue bonds, general obligation (GO) bonds, tuition and fees, federal, etc.) – attach internal or independent estimate if available
- Contract type: Firm-Fixed Price Cost-Plus Fixed-Fee Time and Materials IDIQ
- Delivery or performance schedule/requirements
- Completion time: Number of consecutive calendar days allowed for completion from Notice to Proceed (or specific start and end dates)
- Preferred due date and time for bid opening/submittal
- Warranty period required
- Applicable Contractor license required
- List of all applicable preferences and providers
- Special contractual provisions
- If Request for Proposals (RFP), include evaluation criteria and applicable point values for each Date, time, and location of the pre-bid conference, if applicable
- Bid Form
- List of documents to be attached or incorporated by reference (if attached, please provide)
- Delivery address
- Address where invoices shall be submitted
- Copy of any required internal approvals

V. Clearly describe the construction and/or professional Architect/Engineering services to be procured. Or, provide the reason for the Contract modification/change order. [Reference the contract provision authorizing the change.]

VI. Funding information: Fiscal Administrator provide funding source(s), codes (including object codes), and any other funding information to the extent it is known.	<input type="checkbox"/> Revenue Bonds <input type="checkbox"/> General Obligation Bonds <input type="checkbox"/> Tuition & Fees <input type="checkbox"/> General fund <input type="checkbox"/> Federal <input type="checkbox"/> Pending Allotment	Funding code(s): <input type="checkbox"/> Not available at this time
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Fiscal Administrator Name:

Fiscal Administrator Signature¹:	Date:
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By submittal of this request to the OFC, the Department Head requests the OFC conduct the procurement, or other contracting action, as specified herein.

Department Head Name:

Signature:	Date:
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¹ This form is **not** intended to be a certificate of funds availability. Fiscal Administrator’s signature on this form merely evidences that the Fiscal Administrator has been provided notice of the intent to solicit for tracking purposes.