

Department: _____

Estimated Purchase Value: _____ Requisition/Shopping Cart number _____

- 1. Describe items proposed for purchase. Are they goods or services (or both)? If goods, can the items be described with use of typical product specifications, catalog numbers, physical characteristics, etc.? Describe nature of any services that are proposed for solicitation along with quantifiable factors/qualifications.**

- 2. In accordance with the Kentucky Model Procurement Code, the Invitation for Bids (IFB) is the standard solicitation type unless otherwise justified in writing by the Procurement Officer. Based on assessment of the goods or services proposed for purchase, describe why the Request for Proposals process is being requested for this solicitation. For instance, characteristics could include services complexity, logistics, alternate sources, purchase coordination, lack of defined specifications, exploration of options available from the marketplace, etc.**



Request To Use RFP As Solicitation Type

RECOMMEND REQUEST FOR PROPOSAL (RFP) AS SOLICITATION INSTRUMENT:

Signature of Procurement Officer

Date

TO BE COMPLETED BY CHIEF PROCUREMENT OFFICER OR DESIGNEE:

☐ Approved

☐ Rejected

☐ Other Comments _____

Signature of Chief Procurement Officer or Designee

Date

