

RFP/RFQ AWARD RECOMMENDATION / INTENT TO AWARD

PROCUREMENT SPECIALIST: _____

DATE: _____

RFP / RFQ#: _____ **ITEM / SERVICE:** _____

Attached is a tabulation for subject Items/services requisitioned by the department.

RECOMMENDATION:

A. Which vendor has been recommended?

B. Does this meet specifications as per the department's request and as advertised? **YES** **NO**

If NO, is the variance considered: **MINOR** or **MAJOR**

Explain:

C. Is the recommendation the highest ranking firm? **YES** **NO**

SIGNATURE: _____
Chief Procurement Officer or designee

Date: _____

THIS FORM MUST BE COMPLETED FOR ALL AWARD RECOMMENDATIONS OF \$25,000 AND ABOVE.

Over \$25,000 **YES** **NO**