

RFP AWARD RECOMMENDATION / INTENT TO AWARD

PROCUREMENT SPECIALIST: _____

DATE: _____

RFP#: _____

ITEM / SERVICE: _____

Attached are apparent low bid(s) and a tabulation for subject items/services requisitioned by the department.

RECOMMENDATION:

A. Which vendor is recommended for Award?

B. Does this meet specifications as per the department's request and as advertised?

YES

NO

If NO, is the variance considered:

MINOR

MAJOR

Explain:

C. Is the recommendation the lowest bid received?

YES

NO

D. List the Bids that are low but DO NOT meet specifications and list reasons why each does not meet specifications:
attach a memorandum of explanation to this form if necessary.

(Attach an additional sheet if further comment or explanation is required.)

SIGNATURE: _____

Procurement Manager or designee

Date: _____

THIS FORM MUST BE COMPLETED FOR ALL AWARD RECOMMENDATIONS OF \$10,000 AND ABOVE.

Over \$10,000

YES

NO