TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
EL PASO

This form shall be utilized when requesting a formal solicitation process in excess of $40,000.01 or an invitation for bid in excess of $15,000.01 in accordance with TTUHSC El Paso Operating Policy 72.01 *Purchasing Supplies, Equipment and Services.*

Name of Solicitation:

Need Goods or Services by:

Solicitation Type (see definition page):

   IFB   **X** RFP   RFQ   RFI

What is the total proposed contract term?   Years   Months

The proposed contract is a: revenue contract   **expenditure contract**   **mixed contract**

If expenditures are required, how much is budgeted to spend over the life of the Contract, *including renewals*?

The following contracts require TTUS Board of Regents approval (please check if applicable):

   Contract value is estimated to be greater than $1,000,000 per annum.

   Contract involves the commitment of resources for more than four years that does not contain a 120 day or less out clause.

   Contract for consultant services greater than $25,000

Do you know whether a resulting Contract will require BOR approval?   Yes   No   **Date BOR approval received**: _____

Contract Review Team: *(This team must beat least three members ; no more than three members can be from the requesting department; if more than three members, the team will be composted of an odd number and at least two members from TTUHSC EP departments other than the requesting department)*:

1.   5.

2.

3.

4.

Would you like to conduct a pre-solicitation meeting? Pre-solicitation meetings may be established prior to Opening Date to clarify a complicated Scope of Work.

   X Yes   No   If yes, when and where?

List of possible Contractors:

        Name: Email address:

1.

2.

3.

4.

5.

Scope of Work Development

1. Please provide a narrative for the purpose of the Solicitation including the departmental need for the proposed Contract.

2. Please provide Goods or Services specifications (may be attached).

3. Please provide a list of criteria for selecting a Contractor. Criteria may include but is not limited to Contractor qualifications, experience, resources, and references.

    Criteria: Weight:

1.

2.

3.

4.

5.

6.

4. Please detail the desired pricing structure for the Goods or Services (e.g. fixed sum, unit pricing for use as needed, etc.) and frequency (e.g. monthly, weekly annually). Should the Contract allow for reasonable pricing increases based on economic indicators?

5. Distinguish what provisions of the Specifications are preferred and what are mandatory.

6. Provide specific information of any standards of quality and quantity for the expected Goods or Services.

7. Provide any other information that should be considered when developing the Scope of Work.

Definitions

Bid: An offer to Contract submitted in Response to an IFB.

Contract: A legally binding written agreement executed between the System or an Institution and a third party in which the parties agree to perform in accordance with the obligations therein. Contracts include, but are not limited to: letter agreements, co-operative agreements, memorandums of understanding (MOU), Interagency Contracts, Interlocal Contracts, easements, licenses, leases, and Purchase Orders. *Regents' Rules* Chapter 07.

Contract Administration: Following the award of a Contract, the department level actions to oversee full compliance with all of the terms and conditions contained within a Contract.

Contract Administrator: The Contract Administrator is the department level individual responsible for adherence to all provisions contained within a Contract and for managing the performance of a Contract.

Contract Manager: An individual who is: 1) employed by TTUHSC EP in the Purchasing Office or Contracting Office and 2) is responsible for coordinating the processes required for effective Contract Management. The Contract Manager will provide guidance to Contract Administrators.

Contract Review Team: A team comprised of such members as the Contract Manager, the Contract Administrator, and as needed, cross-functional members such as: subject matter experts, information technology, risk management, legal, and price/cost analysts. The size and the members of the team are dependent on the nature and complexity of the project.

Contractor: An entity or individual that has a Contract to provide Goods or Services to the System or TTUHSC EP.

Goods: Supplies, materials, or equipment as defined in Texas Government Code § 2155.001. Goods do not include Services or real property.

Invitation for Bids (IFB): A Procurement process used when the requirements are clearly defined, Negotiations are not necessary, and price is the major determining factor for selection.

Opening Date: The date and time, after submission of Proposals, when sealed Proposal Responses are opened.

Request for Information (RFI): A general invitation requesting information for a potential future Solicitation. The RFI is typically used as a research and information gathering tool for preparation of a Solicitation.

Request for Proposal (RFP): A Solicitation requesting submittal of a Proposal in response to the required Specifications and usually includes some form of a cost Proposal. The RFP process allows for Negotiations between a Proposer and TTUHSC EP.

Request for Qualifications (RFQ): A Solicitation document requesting submittal of Qualifications in response to the scope of Services required.

Scope of Work (or "SOW"): A detailed, written description of the conceptual requirements contained within the Specifications.

Service(s): The furnishing of labor, time, and effort by a Contractor or Auxiliary Enterprise, including for a Construction Project, which may involve to a lesser degree, the delivery or supply of products.

Solicitation: A method or process used to obtain Responses for the purpose of gathering information or entering into a Contract.

Solicitation Conference: A meeting chaired by the Purchasing Office or Contracting Office which is designed to help potential Respondents understand the requirements of a Solicitation. May also be known as a Pre-Bid Conference, Pre-Solicitation Conference, or Pre-Proposal Conference.