**REQUEST FOR BID (RFB) PREPARATION QUESTIONNAIRE**

Please provide the following information to assist Procurement in drafting your Request for Bid.

1. Name of Project: Provide the name of the project that will be used for the title of the RFB.
2. Primary Contact Person for RFB: Provide name, department, email address and phone number.
3. New or Replacement: Is this a new project? If replacing a current project, who is the current supplier(s)? Do you have approved funding for this project?
4. Timeline: What is your timeline for needing this service or product? Will there be an implementation required, and if so, what is your timeline for implementation? If replacing a current contract, will the existing contract be fulfilled to term or will a termination be needed?
5. Campuses Included in RFB: List what campus(es) are to be included in the RFB.
6. Scope/Project Description: Briefly describe what the goals of your project are and what you are seeking to accomplish with this RFB.
7. Background Information: Is there any background information regarding your department and/or the project that would be beneficial to include in the RFB?
8. Contract Term: Generally, a contract term is 3-5 years in length. Longer terms are granted for big projects with appropriate justification. You may choose to have:
* a 1-year term with 2-4 one-year extensions
* a 3-year term with 2 one-year extensions\*
* a flat 3-5-year term\*
* Or another combination that works for your department
* One-time purchase/single event

\*Please note the University will include the ability to terminate the contract early when the term exceeds one year.

1. Technical Bid Requirements: List all the technical requirements or specifications you are seeking for the product or service. Please include any drawings and/or other attachments that need to be sent to the suppliers.
2. Minimum Qualifications: What minimum qualifications must the supplier meet?
3. Site Tour: Do you want to provide a tour for potential bidders to view/see the site(s) impacted/included in the RFB? If so, do you want the site tour to be mandatory or optional for suppliers?
4. Financial Bid Requirements: Indicate how you would like the bidders to submit their pricing structure (i.e., flat fee, each price per product, etc.).
5. Recommended Suppliers: Please provide a list of recommended suppliers along with addresses, websites, and other contact information (including email addresses).
6. IT Component: Does your project have any IT component (i.e., software, hardware, use of supplier portal or system)? If so, please contact your IT Pro or IT department to get appropriate IT requirements/ITSRQ to be included in the RFP. CIO and VP of IT approval will be required prior to posting and awarding RFP.
7. PHI Component: Will the awarded supplier have access to any patient health information?