



# Procurement Sourcing (Bid/Request for Proposal)

ROUTING	PMM
	MSC 3890
	<a href="mailto:purchasing@nmsu.edu">purchasing@nmsu.edu</a>
	Phone 646-2916

Instructions: In accordance with Procurement Code 13-1-1 – 13-1-199, use this form to initiate a sourcing event for procurement (Bid/Request for Proposal, etc.). This form must be completed and attached to an AggieMart requisition under the Call for Bid Request for Proposal Aggie ID 800092149 or forwarded to Procurement Services by email to [purchasing@nmsu.edu](mailto:purchasing@nmsu.edu) (Req# in Subject of email) and simultaneously submitting a Banner requisition using the Call for Bid Request for Proposal Aggie ID 800092149. The requesting department must complete this form. If you obtain **any** assistance from a vendor, that vendor becomes ineligible to submit a Bid or Proposal.

## SECTION 1: REQUESTOR INFORMATION

Name: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ College/Division: \_\_\_\_\_

## SECTION 2: REQUEST DETAILS

### DESCRIPTION OF GOODS/SERVICES

#### 1.0 Scope and Intent

- 1.1 Scope: Identify and explain the goods or services that are being procured.
- 1.2 Intent: State the business purpose/need of the goods or services and the department(s) that will utilize it.

#### 2.0 Definitions and Applicable Documents

- 2.1 Definitions: Define technical and critical terms if necessary.
- 2.2 Applicable Documents: List, reference and provide all documents referred to in the scope of work.

#### 3.0 Requirements

- 3.1 Performance: Address the specific tasks, sub-tasks, parameters and limitations, which must be considered in producing the goods, services or final project. Such factors as the following should be included: Details of work environment; Minimum or desired qualifications; Amount of service needed; Location of service; Definition of service unit; Time limitations; Travel regulations or restrictions; Special equipment required; and other factors affecting service requested.

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## Procurement Sourcing (Bid/Request for Proposal) - Continued

### 4.0 University Provided Materials or Services

4.1 List any plans, reports, statistics, space, personnel, or other University-provided items that must be used by the vendor.

### 5.0 Deliverables, Reports and Delivery Dates

5.1 Identify the desired delivery dates for all goods and services the vendor must furnish. Be clear about the expectations for the vendor's performance. Document any deliverables that must be provided to NMSU.

### 6.0 Quality Assurance

6.1 Test Requirements: List any testing requirements including sampling, inspection, laboratory certifications and other quality control requirements.

## VENDOR INFORMATION

The Request for Proposal Panelist Committee is a recommending body and must be formed prior to the pre-proposal meeting. Committee's will have 3-5 members. If the committee will be larger, justification must be provided. Provide the evaluation committee information requested below for each member:

First Name	Last Name	Email	Department	Phone