**RFx REQUEST FORM**

(Requesting department must complete ALL areas below)

**RFx Title:** ___________________________  **Date Submitted:** ____________

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<thead>
<tr>
<th>Department Representative:</th>
<th>Fund Source*:</th>
<th>Type of Contract:</th>
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<td>*Fund source not required for RFI</td>
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**Type of Contract:**
- [ ] One Time Purchase
- [ ] Multi-Year

**No. of Years:**

**Approximate Project Value $:**

**Purpose and Intent:**

**Requested Contract Start Date:**

For example, if applicable, the date the requestor needs the contract in place.

**Scope of Work/Specifications/Components/General Requirements:** (Include additional attachments, if necessary)

**Suggested Suppliers:** (Indicate here or attach list)

1. 
2. 
3. 
4. 
5.

**Suggested Evaluation Committee Members:**

1. 
2. 
3. 
4. 
5.

**University Procurement Services Management Use Only**

☐ Approved by: ___________________________  RFP# ________________________

☐ Buying Staff Assigned: ___________________________

**Comments:**

RFx Request form, October 2015
University Procurement Services
Procedure for Initiating a Request for Proposal (RFP)

All departments, schools and units must complete the RFP Request Form:

Once completed the form must be routed to the appropriate Commodity Team Leader for review and assignment. Please contact one of the following managers:

Business Services: (Such as print, promotions, fleet, catering, hotel services and other business related commodities and services).
David Fenkel, Sr. Senior Strategic Sourcing Manager
fenkelda@ca.rutgers.edu

Facilities:
Michael Dunn, Category Manager
michael.dunn1@rutgers.edu

IT Services:
Lisa Leonardi, Category Manager
lisa.leonardi@rutgers.edu

Professional Services:
Kathryn Kuhnert, Category Manager
kuhnert@rci.rutgers.edu

Scientific/Research/Medical:
David Fenkel, Sr. Senior Strategic Sourcing Manager
fenkelda@ca.rutgers.edu

Please do not reach out to the buying staff directly for your RFP requests. Please complete the RFP Request Form and provide a scope of work (if possible) when contacting the appropriate managers. Your compliance with this process will facilitate the handling of your RFP request within University Procurement Services