University System of New Hampshire

Bid Initiation Form

Please forward to purchasing@unh.edu

Request Date: _____

Bid Information

Project Title: _____

Campus/Dept.: _____   Project Start/End Dates: _____

Campus/Dept. Address: _____

Project Contact: _____
         Name   Phone   Email

BSC Contact: _____
         Name   Phone   Email

Other Parties: _____
         Name   Phone   Email

Commodity Type (Select One)**:**

	Advertising		Insurance		Technology
	Athletics		Professional Services		Utilities
	Construction		Scientific		Other (FF&E, Printing, Vehicle, etc.)

Solicitation Type (Select One)**:**

	RFB	Request for Bid - Used when you know precisely what you need and have precise requirements and specifications
	RFI	Request for Information - Used when you don't know exactly what you want, or don't know what is available in the marketplace
	RFP	Request for Proposal – Used when you have a general idea with some specifications and/or it's a large, complex project with potential for multiple solutions
	RFQ	Request for Qualifications – Not a bid. Used to request firms to submit qualifications to be considered for a project.
	RFQ/P	Request for Qualifications/Proposal – Used as a screening step to establish a shortlist of pre-qualified vendors to provide proposals for specific products or services

Funding (Required)**:**

	Yes	No		Amount	
Funding Approved			Budget	$	
Federal/State/Other Grant			Percent Grant Funded		%
Grant Agency					

Meetings:

	Yes	No		Yes	No
Pre-Bid/Proposal Meeting			Bidder/Proposer Interviews		
Mandatory					

Revised 6/01/2018

Bid Information Continued

Award Conditions (Select One)**:**

	Lowest Most Responsive Bid
	Selection Criteria (list below)
List Selection Criteria (if applicable - in order of importance)	
1.	
2.	
3.	
4.	
5.	
6.	
7.	

For Construction Only

Project ID #_____   Date Drawings/Spec Manual Available: _____

Engineering/Architect Firm: _____

         Name   Address

Engineering/Architect Contact: _____

         Name   Phone   Email

Delivery Method (Select One)**:**

	DBB	Design-Bid-Build
	CMAR	Construction Manager at Risk
	DB	Design-Build

Yes	No			
		Alternates (attach list separately)		
		Unit Pricing (attach list separately)		
		Substitutions Allowed		
		Liquidated Damages	Amount	$

Insurance (Requirements must be established prior to publishing the solicitation) (Changes are subject to Procurement approval):

Yes	No	General Insurance Requirements (Specific to project risk)
		Contractor's Pollution Legal Liability
		Owner's Protective Liability
		Excess Liability: Change the requirements from $10 million per occurrence and in aggregate to $5 million per occurrence and in aggregate. (Not applicable to life safety projects)
		Professional Liability

Additional Information:

SOQ Item #14. Identify $$ range of current projects that you want to see that the contractor is actively involved with.	$
Number of project data forms required (minimum 3)	

Comments: