*Instructional red text included within tables to be removed prior to submission.*

*This form is to be utilized with G.S. 136-28.1 requisitions that are to be solicited by Purchasing or G.S. 143 requisitions that exceed $29,000 for goods or $10,000 for services that are not purchases against an existing contract.*

|  |  |
| --- | --- |
| General Information | |
| Purpose and Intent: | *Summary of what you want procured and why* |
| Point of Contact: | *Individual(s) that any questions regarding this request should be directed to* |
| Phone Number: |  |
| Email Address: |  |
| Current Contract Expiration Date: |  |
| Urgency Level: | *If request is urgent and you are requesting it be expedited, provide an explanation on the cause of the urgency, business impacts, and deadlines.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Purchase Information** | | | |
| This section covers high level information needed to develop a contract solicitation. Additional information may be needed that is specific to the type of contract sought. | | | |
| Specifications or Scope of Work |  | | |
| NCDOT Specific Requirements | *APL, QPL, Approved Resources, applicable Standard Specifications for Roads and Structures Section(s), Project Special Provision, etc.?* | | |
| Contract Duration | *Not to exceed three years* | | |
| Special Delivery Requirements | *Contact required before delivery, inside delivery, etc.* | | |
| Delivery Timeframe |  | Requested or Required? | *If required any vendor that exceeds the duration will be nonresponsive.* |
| Potential Vendors | *Please provide any vendors (with contact information) you are aware of that may be able to provide the requested goods/services* | | |
| Requesting Waiver of Competition? | *If yes, provide a completed waiver of competition form (G.S. 143) or determination from the Secretary of Transportation (G.S. 136-28.1 (c) or (e)) with your request.* | | |
| Contains Brand Specific Requirements? | *If yes, provide a justification on why only that specific make and model item or component is acceptable.* | | |
| Additional Vendor submission requirements | *Descriptive literature, references, certifications, samples, etc.* | | |
| Evaluation Method  (Lowest Cost or Best Value) | *Typically, lowest cost unless the procurement is for complex goods or services where cost is not the overriding factor and a trade-off between price and performance is appropriate.* | | |
| Evaluation Criteria (For Best Value only) | *For Best Value only, common evaluation criteria include technical approach, vendor experience, and cost.* | | |
| Additional information | *Designs, attachments, pictures, quote, etc.* | | |