

AUTHORIZATION AND PLAN FOR A REQUEST FOR PROPOSALS (RFP) or INVITATION FOR BID (IFB) BASED PROCUREMENT

IFB #:

NGIP COMMODITY CODE #:

PROCUREMENT INFORMATION		
Project Name(s)		
Location/Address		
Project Number		
Project Manager		
Budget	Line Item	Amount
PROCUREMENT REQUIREMENTS		
Is a B-3 and B-3 Cover Page completed and attached to plan?	YES _____ NO _____	
Are the Development Review Committee review sheets attached to the Plan?	YES _____ NO _____	
How have the issues identified during the Development Review been addressed?		
Identify three similar projects that have been completed in the past	1. _____	
	2. _____	
	3. _____	
How will the current project incorporate lessons learned from the three previous projects?		
INVOLVED PERSONNEL		
Date of the RFP/IFB Internal Review		
Who are the proposed Evaluation Committee members?		
Funding Agency & Contact Information		
PROCUREMENT EVENTS		
1. Will the Pre-Proposal/Pre- Bid Conference be mandatory?	YES _____ NO _____	
2. Funding Agency Approval	SENT _____ RECVD _____	

PROCUREMENT SCHEDULE		
EVENT	Proposed Dates	Scheduled Dates
1. RFP/IFB Release		
2. Pre-Proposal/Pre-Bid Conference		
3. Proposals/Bids Due		
4. Evaluation Completion		
5. Contract Award		
Is a Wage Rate Required? <small>Public Works over \$60,000 are subject to a Wage Decision (circle one)</small>	Yes	No
Application Date for Wage Rates		
Scope of Work Attached	Yes	No

Authorized Signatures

Department Director/Project Manager:

Print Name

Signature

Date

Capital Projects:

Print Name

Signature

Date

Purchasing:

Print Name

Signature

Date

Village Manger:

Print Name

Signature

Date