



Solicitation Summary

General Information

Title	Solicitation Number	Type SELECT		
State	Agency/Client	Contract Value	Contract Duration	
Date Issued	Date Received	Source SELECT	Date Distributed	Response Due Date/Time
Product Line SELECT	Service(s) to be Provided SELECT	Incumbent? (If yes, name and years of service)	SELECT	

Scope (Services to be provided, staffing, etc...)

Solicitation/Contract Details (Bidder requirements, contract terms, etc...)

MBE/WBE/Subcontractor Requirement? SELECT	If, yes indicate target goal N/A	Subcontractors/Partners N/A
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Evaluation, Scoring Client/Customer Contact

Evaluation Criteria/Scoring Parameters	Appeals/Protest Process
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Key Decision Makers TBD	Bidders Presentations TBD	Implementation Timeline
Intent to Award	RFP Debrief Date TBD	

Client/Customer Contact

Procurement Officer/Contact	Title	Phone Number	Email Address
Mailing Address		N/A	
		Submission Address	

Pre-Proposal Activities

Letter of Intent (date/time)	Responder Conference (date/time)	Location
Internal Questions Due Date	Question Due Date	Expected Q&A Response Date

Solicitation Q&A Template



Solicitation Q&A
Template.docx