

City of Waterbury - Department of Purchasing

RFP and ITB Issuance Request Form

To: Director of Purchasing

Requesting Department: _____

Department Project Manager: _____

Project Manager Phone Number or City Phone Ext.: _____

Project Name: _____

Procurement Item: (Check One) Goods Services Other, (if other explain)

Project Description (Purpose of RFP or ITB):

Bid Format: (Check One) *RFP* *ITB*

Please be aware that the Department submitting the attached Certification is responsible for providing any determination made by Corporation Counsel with regard to the solicitation issued as an RFP or ITB, as applicable.

Estimated Project Cost: \$ _____

Identified Funding Sources:

State Grant: \$ _____

Federal Grant: \$ _____

Local Funds: \$ _____

If General Fund: Accounting Unit: _____ Account: _____

Other Pertinent Comments and Information for RFP - ITB Issuance:

Selection Committee - For Requests for Proposals

Required for requested RFP issuance. Please note that if this section remains incomplete, proposals will not be released to the requesting Department for distribution and evaluation. When selecting committee members, an odd number (typically 3 or 5) is recommended. A chairperson must be named to lead the RFP process for the requesting Department. The Director of Purchasing or Designee will participate on all selection committees as either a voting or non-voting member:

Selection Committee Member Recommendations:

Name of Chairperson/Title/Department

Name of Member/Title/Department or Organization Name

Name of Member/Title/Department or Organization Name

Name of Member/Title/Department or Organization Name

Name of Member/Title/Department or Organization Name

Submitted By (Print Name): _____

Signature of Submitter: _____

Department Head (Print Name): _____

Department Head Signature (If not submitter) _____

Office of Budget Control Staff Signature (**General Gov. Dept.'s**): _____

Education Department CFO Signature (**Education-related**): _____

Date Submitted: _____

Submission Instructions: Hand Deliver or email PDF copy to Kevin McCaffery at kmccaffery@waterburyct.org or to Amy Lopez at alopez@waterburyct.org
Please call if you have any questions or require additional information.

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