Instructions: In accordance with Procurement Code 13-1-1 – 13-1-199, use this form to initiate a sourcing event for procurement (Bid/Request for Proposal, etc.).

**SECTION 1: DEPARTMENT CONTACT INFORMATION**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assistant Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Project: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Index Number (advertisement): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 2: DESCRIPTION OF WORK**

The following is the outline of the types of information that should be included in this scope of work for purchase of services:

|  |  |  |
| --- | --- | --- |
| **Action** | **Responsibility** | **Date** |
| Issuance of Invitation to Bid/Proposal | NMSU Purchasing |  |
| Site Visit | Bidder | 00 / 00 /2024 @ am/pm  Location:  This will be the only available date to conduct a site visits.  Any questions arising from the site visit must be submitted to the Q&A BOARD in the Pistol Pete’s Bidding System. |
| Deadline for Pre-Approved Equals | Bidder |  |
| Deadline for Questions | Bidder |  |
| Deadline for Addendum(s) | NMSU Purchasing |  |
| Submission of Bid/Proposal | Bidder |  |
| Subcontractor Listing Threshold | NMSU Project Manager/Bidder |  |
| Time for Completion of Work | Awarded Bidder | Calendar Days from Notice to Proceed |
| Liquidated Damages | Awarded Bidder |  |

|  |  |
| --- | --- |
| Project Manager | Architect/Engineer |
| Name:  Email:  Phone Number: | Name:  Email:  Phone Number: |
|  | . |
|  |  |

1. **Scope and Intent**

1.1 Scope: Identify and explain the work that will be done.

1.2Attachments: Please include the Scope of Work, (Project Manual) via PDF or if it exceeds **50MB** please provide the link of where it is located.

* Drawings
* Project Manual/Scope of Work
* NM Workforce Wage Decision Approval Summary
* NM Workforce Project Requirements
* NM Workforce Wage Rate Poster
* Any additional documents

1. **Definitions**

2.1 Definitions: Define technical and critical terms if necessary

**3.0 Requirements**

3.1 Non-Mandatory Pre-Bid Meeting and site visit (if applicable)

Location:

Address:

**3.2 Base Bid and Alternates if Applicable**

**Base Bid** *(Lump Sum or Line items)***:**

|  |  |
| --- | --- |
| Item # | Description |
| Base Bid |  |

**Alternate-** *(If Applicable)*

|  |  |
| --- | --- |
| Alt # | Description |
| 1 |  |
| Alt # | Description |
| 2 |  |

**4.0 Quality Assurance**

4.1 Test Requirements: List any testing requirements including sampling, inspection, laboratory certifications and other quality control requirements

**SECTION 3: REQUEST FOR PROPOSAL ONLY PANELIST COMMITTEE**

The Request for Proposal Panelist Committee is a recommending body and must be formed prior to the pre-proposal meeting. Committee’s will have 3-5 members. If the committee will be larger, justification must be provided. Provide the evaluation committee information requested below for each member:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Name** | **Last Name** | **Email** | **Department** | **Phone** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |