

MONTCLAIR STATE UNIVERSITY

PROCUREMENT SERVICES GENERAL GOODS & SERVICES BID INITIATION FORM

An executed original of this Form and the information/documentation requested must be submitted to the AVP of Procurement Services. Once all information/documentation is supplied, including any Scope of Work, Price Sheet, and other related documents, Procurement Services will work with the Department to finalize the RFP or RFQ.

1. Procurement name: _____
2. Brief description of the good or service to be procured:

3. Estimated Budget (for full term of contract – include term): \$ _____, _____
4. Budget Information:
Fund #: _____ Account #: _____ Department: _____
5. Using department contact name: _____
6. Using department contact tel. #: _____
7. Is this a new RFP or a reprourement of previous RFP? New RFP Reprourement
8. Recommended list of vendors to receive copy of RFP or RFQ (attach additional sheet, if necessary):

Company name	Contact name	Phone	Fax	E-mail
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

APPROVALS:

Cost Center Manager:	_____	_____
	<i>Name</i>	<i>Signature & Date</i>
Budget Approval (if over 500k):	_____	_____
	<i>Name</i>	<i>Signature & Date</i>
Procurement Approval:	_____	_____
	<i>Name</i>	<i>Signature & Date</i>