



Procurement Approval Request
Request for Proposals (RFP)
purchasing@atu.edu 479-968-0269

Overview

An RFP is only permitted after it has been determined in writing that soliciting the desired commodity and/or service through an invitation for bids (IFB) is not practicable and advantageous (see Arkansas Code Annotated § 19-11-229(b)(1) and Arkansas Code Annotated § 19-11-230(b)).

Complete all sections of the *Procurement Approval Request - Request for Proposals (RFP)* form. Email the completed form to ATU Procurement at purchasing@atu.edu to ensure timely review.

Unit Requesting the RFP

Requesting Department:

Requesting College or Division:

Phone Number:

Purchasing Contact:

Email:

General Information

Description of Service or Commodity:

Total Projected Cost:

Start Date of Resulting Contract:

Expiration Date of Resulting Contract:

Explain why using the IFB method of procurement is not practicable and advantageous for the contemplated solicitation.

If this request to conduct an RFP also includes a request to award multiple contractors, please note that a multiple-award request must include a rationale and basis for the multiple-award contract and the number of contractors required to fulfill the need (see Arkansas Code Annotated § 19-11-262).

If a multiple award is desired, provide the rationale and basis for the multiple award contract.

For a multiple award request, indicate the number of contractors required to fulfill the need.

To Be Completed by ATU Procurement

- Approved:** The request has submitted an acceptable rationale to justify the request.
- Denied:** The request has not submitted an acceptable rationale to justify the request and the requester should utilize the appropriate method of procurement required by law.

Comments

Approver's Signature

Date