

Request for Proposals, Qualifications, or Information (RFx) Initiation Form

► *This form is used for Requests for Proposals (RFP), Requests for Qualifications (RFQ), Requests for Information (RFI). Hereinafter, these are referred to as "RFx."*

Project Information

Date of Request _____ Service Start Date _____

Requesting Division _____ Requesting Department _____

Responsible Party _____ Phone _____ Email _____

Signature of Responsible Party _____ Date _____

► *The Responsible Party is the key stakeholder responsible for the RFx from inception to conclusion, execution, and closeout.*

Brief Description of RFx: _____

What is the estimated annual value of the contract? \$ _____

Is this a one-time service, project, purchase, or a multi-year agreement? _____

Is this an expenditure or a revenue-generating agreement? _____

Is there an existing agreement in place for this RFx? Yes No

If yes, provide details: _____

Does this require a TAPREQ review? Yes No

► *If yes, see uta.edu/business-affairs/procurement/software-review-process.php for more information.*

Funding Information

Is this project or request fully funded? Yes No If no, explain how and when the project or services will be funded:

Are any federal funds being utilized? Yes No Are any state appropriated funds being utilized? Yes No

Vendor Information

List all known vendors, including contact information, who may offer an acceptable product or service solution:

Vendor 1 _____

Contact _____

Phone _____

Email _____

Vendor 2 _____

Contact _____

Phone _____

Email _____

Vendor 3 _____

Contact _____

Phone _____

Email _____

Vendor 4 _____

Contact _____

Phone _____

Email _____

Vendor 5 _____

Contact _____

Phone _____

Email _____

Vendor 6 _____

Contact _____

Phone _____

Email _____

Vendor 7 _____

Contact _____

Phone _____

Email _____

Vendor 8 _____

Contact _____

Phone _____

Email _____

Vendor 9 _____

Contact _____

Phone _____

Email _____