

MEMO

To:

From:

Date:

Re: Solicitation for Review -

Overview:

Note: Additional space for overview on page 2

Length of Contract:

Initial Contract Term:

Optional Renewals:

Anticipated Total Projected Cost:

Funding:

Agency Contact Information:

Name:

Phone:

Email:

Note: A Cabinet Department Secretary's signature is required for requests with a total projected cost of \$1,000,000 or greater.

For Non-Cabinet Agencies, the Director's signature is required for requests with a total projected cost of \$1,000,000 or greater.

By signing this memo, I have reviewed and approve the bid solicitation request

Signature (Department Secretary or Director for Non-Cabinet)

Date

Project Description:

Overview (Continued):