# Logo  Description automatically generated with medium confidenceDEPARTMENT OF TRANSFORMATION AND SHARED SERVICES OFFICE OF STATE PROCUREMENT

Solicitation for Review Memo

 Requisition #: Click or tap here to enter text.

To: Choose an item.

From: Choose an item.

Date**:** Click to enter date.

Date approval needed by Agency: Click to enter date.

Overview (brief 2 sentence summary only): Click or tap here to enter text.

Length of contract:

 Initial contract term: Click or tap here to enter text.

 Optional renewal: Click or tap here to enter text.

Estimated cost for initial contract term: Click or tap here to enter text.

Anticipated Total Projected Cost including all optional renewals and extensions: Click or tap here to enter text.

Funding: Click or tap here to enter text.

Are fund balances sufficient to support the request: Click or tap here to enter text.

Detailed Project description: Click or tap here to enter text.

Agency contact information:

 Name: Click or tap here to enter text.

 Phone: Click or tap here to enter text.

 Email: Click or tap here to enter text.

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.

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Signature (Department Secretary or Director for Non-Cabinet Date