**Contract Intake Form**

**Purpose: This document is intended to gather the necessary information to understand your procurement needs better and make an informed decision on the next steps in the contract workflow.**

**Digital Workflow:** The requestor (Program) identifies a procurement need and fills out this digital form inside the Contact Administration application, which is then submitted to the CMP Manager through the digital workflow. The CMP Manager reviews the submission, adding any necessary comments, and has the option to approve or reject it. If rejected, the request is sent back to the requestor with an explanation. If approved, the CMP Manager assigns a CMP Contract Manager, and the digital workflow automatically forwards the request to the assigned CMP. The *Contract Intake Form* and all data will be available for querying and reporting purposes. All communications regarding the request will be conducted through the application's communication tools.

**Manual Workflow:** The requestor identifies a procurement need and completes the form available on SharePoint (link), then submits it to XYZ@<domain>.gov. The CMP Manager checks the Group Mailbox twice daily (morning and afternoon) to review requests and assign a CMP Contract Manager. The assigned CMP Contract Manager will then review the submission and follow up with the requestor via email if there are any questions or concerns. The CMP Contract Manager will decide whether to approve or reject the submission. If approved, they will create and share a dedicated folder for the request on their SharePoint site. Based on the type of procurement approved, the CMP Contract Manager will send the relevant form (e.g., RFP Intake Form, Waiver Form, etc.) to proceed with the procurement process. They will also log the details from the form in the Contract Request Log. The CMP Contract Manager will then inform the requestor of the approval or rejection, provide the link to the dedicated folder (if applicable), and send the appropriate form to continue the procurement process (if needed). All activities and decisions will be logged in the Contract Log.

**Section 1.0 - Requestor Information**

Requesting Division

Click or tap here to enter text.

Requestor Point of Contact

Click or tap here to enter text.

Requestor Point of Contact Email

Click or tap here to enter text.

Date of Submission

Click or tap here to enter text.

**Section 2.0 – Procurement Information**

Anticipated Procurement Need

Click or tap here to enter text.

Anticipated Agreement Type

Click or tap here to enter text.

Desired Start Date

Click or tap here to enter text.

Desired End Date

Click or tap here to enter text.

**Section 3.0 – Vendor Information**

Vendor Name

Click or tap here to enter text.

Vendor Address

Click or tap here to enter text.

**Section 4.0 – Financials**

Total budget available (unobligated funds) for this agreement

Click or tap here to enter text.

Total budget for this agreement

Click or tap here to enter text.