**RFP Intake Form**

**Purpose: Purpose: This document aims to collect the essential information to support your RFP requirements.**

**Digital Workflow:** Upon approval of the Contract Intake Form, the system will automatically send the digital RFP Intake Form to the requestor for all approved RFP submissions. The requestor will need to answer specific questions to help the CMP Contract Manager develop an RFP that aligns with their requirements. If third-party approvals are necessary, the system will forward the form to the relevant parties for their review and approval. Once all third-party approvals have been completed, the form will be automatically sent to the CMP Contract Manager for final review and approval. The RFP Intake Form and all related 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:** Once the Contract Intake Form is approved, the CMP Contract Manager will email the Contract Waiver Request Form to the requestor. The requestor will complete the form, place it in the designated folder, and notify the CMP Contract Manager that it has been submitted. The CMP Contract Manager will then review the request and either approve or reject it. If approved, the CMP Contract Manager will inform the requestor and provide the Contract Package Form. If rejected, the CMP Contract Manager will offer feedback via email. All final forms should be stored in the designated folder. 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 – RFP Name**

RFP Name

Click or tap here to enter text.

Requirements for Bidder

Click or tap here to enter text.

What are the rates and pricing modules for the RFP?

Click or tap here to enter text.