**Proposal Request**

Title: Insert Title

Insert Date

Dear Potential Supplier,

1. OSU [Insert Unit Name] is seeking proposals for [insert brief information and background]. Additional details are included in the Requested Products/Services section below.

Instructions: Information and background should include a brief description of the products/services, why these products/services are now necessary and how OSU fulfilled this need in the past, if applicable. Be sure to include any details that may help prospective proposers decide if they should read further. \*Delete these instructions prior to completion.\*

1. OPTION FOR MULTI-YEAR CONTRACTS:

*Instructions: Before proceeding with the option for a multi-year contract,* ***you must contact*** *Procurement Services for guidance. The language to contract for multiple years must be included in the Proposal Request. \*Delete these instructions prior to completion.\**

1. This is a best value procurement, which includes the evaluation of factors in addition to or other than price. OSU may select the supplier who, in OSU’s opinion, best meets the description of products/services; qualifications and certifications, as applicable; and price as determined through the evaluation process which may include, but is not limited to: a) Scoring or Ranking; b) Discussions and Revised Proposals; c) Interviews and Demonstrations; d) Site Visits; or e) Negotiations.
2. OSU reserves the right to select a portion or all of the work, or cancel the request, as determined in the best interest of OSU.
3. OSU is not liable for costs incurred by the supplier during this process. Upon completion of this process, information in all proposals will become subject records under the Oregon Public Records Law.
4. Changes to this Proposal Request will be provided in writing from the Proposal Request Contact identified below.
5. Submit proposals by [insert date and time]to the Proposal Request Contact below.

Proposal Request Contact:

Name: [Insert contact name]

Title: [Insert contact title]

Telephone: [Insert contact telephone number]

E-Mail: [Insert contact email]

1. OPTIONAL: Pre-submittal Meeting: [insert date, time and location]

*Instructions: Delete entire optional language if not used, remove the word OPTIONAL if used. \*Delete these instructions prior to completion.\**

1. OPTIONAL: Deadline for questions/clarifications: [insert date and time]

*Instructions: Delete entire optional language if not used, remove the word OPTIONAL if used. \*Delete these instructions prior to completion.\**

1. Requested Products/Services:

*Instructions: Description of Products/Services should detail precisely what is needed. It’s recommended that budget information is not included. \*Delete these instructions prior to completion.\**

1. Requested Qualifications/Certifications:

*Instructions: Qualifications or certifications that are evaluated to determine the supplier’s ability to provide the best value to OSU. Such qualifications may include experience, expertise, customer service or quality control standards that are specific to the proposer and not the products/services. Location may not be included as a qualification. \*Delete these instructions prior to completion.\**

1. Submittal Documents:

*Instructions: Submittals need to correlate to and support information provided in #10 Requested Products/Services, #11 Requested Qualifications/Certifications, and price. {Example: Narrative of how the supplier will provide the scope of work (customer service, deliverables, timelines, implementation schedule, etc…), specifications of goods offered, references, key personnel resumes, company history, case studies, proof of qualifications or certifications, price proposals, etc… } \*Delete these instructions prior to completion.\**