

**RFP/RFQ AWARD RECOMMENDATION / INTENT TO AWARD**

**PROCUREMENT SPECIALIST:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RFP / RFQ#:** \_\_\_\_\_ **ITEM / SERVICE:** \_\_\_\_\_

**Attached is a tabulation for subject Items/services requisitioned by the department.**

**RECOMMENDATION:**

A. Which vendor has been recommended?

B. Does this meet specifications as per the department's request and as advertised? **YES** **NO**

If NO, is the variance considered: **MINOR** or **MAJOR**

Explain:

C. Is the recommendation the highest ranking firm? **YES** **NO**

**SIGNATURE:** \_\_\_\_\_  
Chief Procurement Officer or designee

**Date:** \_\_\_\_\_

**THIS FORM MUST BE COMPLETED FOR ALL AWARD RECOMMENDATIONS OF \$25,000 AND ABOVE.**

Over \$25,000 **YES** **NO**