

**Request for Proposal (RFP) Solicitation Form for Small Purchases
(\$250,000 or Less)**

Please Use One Form Per Bidder

Is this bid for goods or services? _____ Goods _____ Services

Will the award be made primarily on price and
other factors? _____ Yes _____ No

If no, use small purchase form instead

Description of Services/Scope of Work/rationale for purchase:

What Factors will be Used to Make the Award? Use Attached Scoring Sheet for Proposal.

Will the RFP be publicly advertised? Yes No

If yes, attach copy of ad. If not, explain why.

Service Provider Contacted and Phone Number

Date of Contact

Does Vendor Receive Indian Preference? If yes, attach approved application to the bid

Does Vendor Receive Tribal Preference? If yes, attach approved application to the bid

Does Vendor Receive Other Types of Preference? (Small, Minority, Women Owned Business) If yes, attach approved application to the bid

Proposal Score

Scope of work for _____

If proposed rates exceed OJP threshold of \$81.25 hourly or \$650 daily, do you have written authorization to exceed? _____ Yes _____ No _____ N/A

Scoring Factors for Contract Services:

Experience – up to 30 points _____

Price - up to 30 points _____

Indian Preference 15 points or 0 points _____

References Provided – up to 20 points _____

Tribal Preference 5 points or 0 points _____

Other Factors _____

Total Points _____

