



**University of Notre Dame  
Procurement Services  
RFx Intake Form**

<b>RFP Name:</b>	20-XXXX		
<b>Procurement Specialist:</b>		<b>RFP Sponsor:</b>	
<b>Email:</b>	@nd.edu	<b>Email:</b>	@nd.edu
<b>Phone:</b>		<b>Phone:</b>	

**Committee Members** [those members of staff that will read/review the supplier responses- each member of staff must complete a Requirements for Proposal Evaluation Committee form. If not attached, form will be provided at initial committee meeting.]

Name	Title	Department	Email	Extension #
	Procurement Specialist			
	RFP Lead Sponsor Contact			
	RFP Secondary Sponsor Contact			

**Possible Suppliers -**

Company	Contact Name	E-mail address -	Phone

Please provide the following items to begin the RFX process. \*REQUIRED FIELDS

1. **\*RFX Purpose-** - Why are we doing this project? A purpose statement attempts to answer this. **What are you purchasing? Goods, Services, Consulting, Software**

Sample language: to provide a point-of-sales (POS) system to support the club, catering, and concessions operations for our athletics facilities.

2. **\*RFX Scope-** Provide a short paragraph that describes the specific tasks that the supplier/consultant will perform to meet objectives. Please include any background information that will be helpful for suppliers to know in the RFP.

Sample language: Notre Dame Stadium is currently undergoing a major renovation which will be completed for the 2017 football season (the "Campus Crossroads Project"). In support of this project, we are looking for a supplier to provide a point-of-sales (POS) system to support the club, catering, and concessions operations for our athletics facilities. The POS system selected must currently be able to provide service to all areas of our concessions program or have the ability to be customized to meet demands.

3. **Term of Contract – [Example provided – change as required]**

The contract term shall be for a base period of three (3) years with an option to extend for two (2) one-year periods upon mutual agreement.

4. **\*Functional Requirements / Statement of Work** . Please provide Statement of Work, requirements to meet, questions to ask, specifications of items/services. Please attach if needed.

**5. RFX Calendar** - proposed date range for full RFP Process (for Procurement Use)

Anticipated Schedule	Date
Committee initial meeting – Work session	Month DD, YYYY
Final RFP draft due – reviewed and approved by committee	Month DD, YYYY
Release of Request for Proposal through buyND	Month DD, YYYY
Walkthroughs (if requested by Notre Dame)	Week of Month DD, YYYY
Pre-Proposal Supplier Conference (if applicable)	Month DD, YYYY
Written questions by supplier	Month DD, YYYY by HH:MM PM
Written responses from Notre Dame	Month DD, YYYY
Electronic Proposals due from supplier	Month DD, YYYY by HH:MM PM
Evaluation by Committee Members	Month DD, YYYY
Supplier proposal presentations (if applicable)	Month DD, YYYY
Committee members select supplier(s)	Month DD, YYYY
Suppliers notifications	Month DD, YYYY
Contract negotiation	Month DD, YYYY
Implementation	Month DD, YYYY

**6. Fee summary** – Total Cost of Ownership. What key components do you want suppliers to price in their fee summary. **(Examples: Include extended warranty, preventative maintenance, on-site training, travel, software licensing, packing/shipping, implementation/installation and options?) \*Need to create fee summary templates for each commodity**

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**7. Evaluation Criteria** (Example below – Change Criteria and Weight as required) Percentages are examples only. Total must = 100%. Other possible criteria – Sustainability, Customer Service, Reputation, References, Past University relationship, locality, Site visit evaluation, creativity, Ability to meet specification and requirements, etc.

Criteria	Weight
Quality	30%
Price	25%
Maintenance Cost	15%



Delivery Time	10%
Warranty	10%
Small Business & Supplier Diversity	10%

**Additional Questions:**

8. Other Departments affected by outcome of RFP

9. Projected FOAPAL

10. Projected budget for this purchase:

11. Does this RFP require on-campus service or installation? Yes  No

12. Would items on this RFP failure cause catastrophic harm to buildings or persons? Yes  No

13. Would items on this RFP failure cause damage to a larger system? Yes  No

14. Is written acceptance by user of items on this RFP required? Yes  No

15. Will Notre Dame create or want to protect any Intellectual Property from this RFP? Yes  No

16. Do you want bidder to provide references? Yes  No

17. Comments

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