Solicitation (Competitive Bid) Checklist

**1. GENERAL INFORMATION & STEPS**

* Review Procurement Method Determination and contract Purchasing with any questions
  + Is there a state contract or Jaggaer Punchout that will suit your needs?
  + Is there an exemption that may apply?
* Complete this checklist and send, along with any other supporting documentation, to [Purch@lcsc.edu](mailto:Purch@lcsc.edu)
* Purchasing will review the submitted information and contact you with any questions and to schedule next steps in the solicitation process.

**2. VENDOR LIST**

* Provide the vendor’s name, contact name, and email address for any known vendors for the desired good, service or software/solution.

**3. BACKGROUND, TERMS, AND OTHER INFORMATION**

* Provide a brief description of the good, service, software or solution to be purchased.
* How will the good be used?
* What will be accomplished with the service or software/solution? What problem is being solved? What business need is being met?
* Have you purchased this type of good, service or software/solution previous? Any lessons learned?
* Provide any relevant information regarding the industry that supplies the good, service or software/solution.
* What is the typical implementation timeline for services or software/solutions?
* What is the typical lead time for delivery of goods?
* What is your desired timeline for this solicitation? Are there any constraints, such as funding deadlines, end of current contract, etc.
* Are Federal/sponsored funds involved?
* What is the anticipated 1-year cost of the good, service, software/solution?
* What is the desired length of the initial term and total desired term?
* What is the desired start date?
* Are there any warranty requirements?
* What type of training and documentation will be required, if any?
* Is installation required, and if so, provide details?
* Is there any ongoing service, support, or maintenance required that will be included in the solicitation? If so, please provide details.
* Provide any other relevant details:

**4. SPECIFICATIONS/REQUIREMENTS**

* Provide detailed specifications, requirements, and/or scope of work for the desired good, service or software/solution. Be sure to include all requirements necessary to meet the business need and what industry standards should be met. Consult with other departments/divisions as needed, such as Information Technology or Physical Plant.