**Portland Public Schools**

**REQUEST FOR FORMAL SOLICITATION DEVELOPMENT**



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| TO: | PURCHASING & CONTRACTING | Date: |

This is a request to formally procure goods, public improvements, public works, services or professional services exceeding District procurement formal thresholds. Fields marked \* are mandatory and must be complete. When applicable, all phases of the project should be included in the formal procurement. Please submit this form to Purchasing & Contracting at email: [purchasing@pps.net](mailto:purchasing@pps.net)

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| Project Information |

|  |  |
| --- | --- |
| \* Project, Item or Service to be Purchased |  |

|  |  |
| --- | --- |
| \* Anticipated Contract Start Date: |  |
| Department Project Number |  |

|  |  |
| --- | --- |
| \* Estimated Total Project Cost | Low High |
| Funding Source Identified? | Yes No |
| Will the resulting contract(s) be paid, in whole or in part, using federal grant or pass-through funds?  Yes No | |
| BOLI Wages: | Not BOLI  New BOLI Project  Existing BOLI Project (fill in line below) |
| BOLI Project/Date (i.e. Lincoln Mod / 1/1/2019 with 4/1/19 amend): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| Solicitation Team Information |

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| --- | --- | --- |
| \* Department | Name | Phone |
| \* Solicitation Manager | Name | Phone |

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| Scope of Work |

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| Provide a brief description of the scope requirements below. |
|  |
| Additional comments or considerations: |

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| Department Approvals |

|  |  |  |
| --- | --- | --- |
| \* Name of Budget Holder / Principal / Manager | Signature | Date |
| \* Name of Solicitation Manager | Signature | Date |
| \* Name of Chief | Signature | Date |