



DCE REQUEST FOR PROPOSAL (RFP)

PROPOSAL INFORMATION

Request Date	Type of Contract
Requesting Office	Section Manager

CONTRACTOR INFORMATION

Contractor Name	Contact Person
Address	
Email Address	Telephone No.
LDR Acct No.	Federal Tax ID
UEI Number	LaGov Vendor #

MONITORING

Method for monitoring progress

Method for measuring contractor performance

Please indicate choice:	Pre-proposal conference	Written questions and answers
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Requirements for cost proposal

Justification

The following documentation must accompany Request for Proposal:

Statement of Work

- Brief background information (include goals and objectives)
- Scope of Services (tasks to be performed by the Contractor)
- Progress Reporting (type, frequency, number of copies)
- Deliverables (type and time frame)
- Other terms and conditions (work orders, minimum personnel qualifications, project management requirements, measurement and payment, etc.)

Rate Schedule

Criteria for evaluation and weights for each

Cost Benefit Analysis

Contract Certification Letter

APPROVALS

Prepared By

Date

Section Manager Signature

Date

FOR FISCAL SERVICES USE ONLY

Accounting Approval

Date

BA-22

BA-22 Not Applicable

Secretary Approval

Date