TRANSMITTAL FORM TO REQUEST A RFSQ
SOLICITATION REQUIREMENTS REVIEW

A Solicitation Requirements Review must be received by the County within 10 business days of issuance of the solicitation document

<table>
<thead>
<tr>
<th>Vendor Name:</th>
<th>Date of Request:</th>
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<tbody>
<tr>
<td>Project Title:</td>
<td>Project No.</td>
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A Solicitation Requirements Review is being requested because the Vendor asserts that they are being unfairly disadvantaged for the following reason(s): (check all that apply)

- □ Application of Minimum Requirements
- □ Application of Business Requirements
- □ Due to unclear instructions, the process may result in the County not receiving the best possible responses

I understand that this request must be received by the County within 10 business days of issuance of the solicitation document.

For each area contested, Vendor must explain in detail the factual reasons for the requested review. (Attach additional pages and supporting documentation as necessary.)

_________________________________________________________________________________
_________________________________________________________________________________

Request submitted by:

_________________________________________________________________________________

(Name) (Title)

For County use only

<table>
<thead>
<tr>
<th>Date Transmittal Received by County:</th>
<th>Date Solicitation Released:</th>
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Reviewed by:

Results of Review - Comments:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Date Response sent to Vendor: ____________________