**A Solicitation Requirements Review must be received by the County**

**within 10 business days of issuance of the solicitation document**

|  |  |
| --- | --- |
| Proposer Name: | Date of Request: |
| Project Title: | Project No. |

A **Solicitation Requirements Review** is being requested because the Proposer asserts that they are

being unfairly disadvantage for the following reason(s): *(check all that apply)*

 Application of **Minimum Requirements**

 Application of **Evaluation Criteria**

 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, Proposer 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*** |

Date Transmittal Received by County: \_\_\_\_\_\_\_\_\_\_\_\_ Date Solicitation Released: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by:

Results of Review - Comments:

Date Response sent to Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_