APPENDIX C

Appendix

C Solicitation Requirements Review (SRR) Request

APPENDIX C

**SOLICITATION REQUIREMENTS REVIEW (SRR) REQUEST**

***Proposers/Bidders requesting a Solicitation Requirements Review must submit this form to the County within the timeframe identified in the solicitation document.***

|  |  |
| --- | --- |
| Proposer/Bidder Name: | Date of Request: |
| Solicitation Title: | Solicitation No.: |

A **Solicitation Requirements Review** is being requested because the Proposer/Bidder asserts that they are being unfairly disadvantaged for the following reason(s): *(check all that apply)*

Application of **Minimum Mandatory Requirements**

Application of **Business Requirements**

Application of **Evaluation Criteria (not applicable to IFB)**

Due to **unclear instructions**, the process may result in the County not receiving the best possible responses from prospective Proposers/Bidders.

For each area contested, Proposer/Bidder must explain in detail the factual reasons for the requested review. *(Attach supporting documentation and specify the underlying authority of the person or entity submitting a proposal/bid (e.g., letterhead, business card, etc.).)*

Request submitted by:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Title: |  |

|  |
| --- |
| ***For County use only*** |

Date SRR Request Received by County: \_\_\_\_\_\_\_\_\_\_\_\_ Date Solicitation Released:\_\_\_\_\_\_\_\_\_

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_