

FLORIDA POLYTECHNIC UNIVERSITY

Contract and Solicitation Intake Form

Type of Submission: New: Amendment (Renewal, extension, other): Solicitation (ITB, RFP, ITN, RFQ):

*If this is a **renewal, extension or other amendment** to a contract, attach the underlying contract and any previous renewals, amendments, etc.*

Department:

Requestor:

Vendor/Supplier:

Projected spend for life of contract:

Vendor/Supplier Contact:

Vendor Phone:

Vendor Email:

Has the University entered into a similar contract with this Company before? Yes No

If yes, please attach a copy of the previous contract.

Was the original contract prepared using an approved FPU template? Yes No

Beginning Date:

End Date:

of Renewals:

Anticipated contract value for initial term and all renewals:

Fund:

Cost Center:

Cost Center Manager:

Please provide a detailed description of the goods and/or services that will be provided under the contract:

Benefit to the University:

Will the Vendor need to be on Campus? Yes No

If "Yes", a COI must be obtained from supplier and submitted with the Contract In-Take Form.

Is this contract for the **purchase of, maintenance of, or services related to computers, hardware or software?**

Will this contract result in vendors having **access to our information technology infrastructure or network?**

If Yes to one or both, you must obtain the appropriate approvals per the FPU Software Request process. To do so, submit your request via the Software Request Help Desk found in the Florida Polytechnic University Help Center.

Has the Vendor signed our MSA? If yes, please attach.

Signatures:

Date Submitted to Procurement:

Requested Return Date:

(Note that we will endeavor to meet your requested return date however, we are not guaranteeing that delivery date. If there is a specific urgency around your date, please explain in the comments box below.)

Comments:

Requestor

Cost Center Manager

Dept Head Signature

Reviewing Attorney:

Date Received from Legal:

***Budget Approval** We certify that the Budget has been approved and is available for this transaction. Budget Approval **MUST** be checked or form will be returned.