**STATE OF UTAH - DEPARTMENT OF GOVERNMENT OPERATIONS**

**Division of Purchasing & General Services**

**4315 South 2700 West, Floor 3, Taylorsville, Utah 84129-2128**

**Phone: 801-957-7160** [**www.purchasing.utah.gov**](http://www.purchasing.utah.gov)

Before completing this Questionnaire your agency must search the State of Utah Cooperative Contracts to see if the procurement item listed in this Questionnaire is already under contract. State Cooperative Contracts can be searched at <http://purchasing.utah.gov/purchasing/statecontractsearch.html>

This Questionnaire has been prepared to ask for key information to help State Purchasing develop a solicitation that complies with the Utah Procurement Code. Please complete as much of this Questionnaire as you can, as State Purchasing will assist with any of your questions once it has received your Questionnaire. Please submit the completed Questionnaire to [purchasingsolicitations@utah.gov](mailto:purchasingsolicitations@utah.gov) once you have entered in a Standard Requisition (RQS) transaction entered in FINET.

Upon receiving this Questionnaire, State Purchasing and your agency will review and discuss each element of the solicitation document and make appropriate changes and additions. State Purchasing will also help your agency select the best procurement process available to your agency in order to get the procurement item in a timely manner.

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| **Contact Information:** *The contact person should be available during the issuing of the solicitation to assist with answering any questions that the vendor community may have about the solicitation. Agencies may identify as many people as they want in this section.* | |
| Requesting Department: |  |
| Contact Person: |  |
| Email: |  |
| Phone: |  |

The following questions represent the key information to create the appropriate solicitation documents. Please complete each question with sufficient detail:

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| **Thoroughly describe the procurement item that you are looking to purchase, include background information about the need, problem, or issue the item is intended to address.** *In addition, provide background about your agency to assist the vendor community in understanding your agency mission and how procurement item will be used by your agency.* |
| **You may attach a separate document if necessary.** |

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| **Does the procurement item that you are purchasing contain any IT component?** *Certain IT procurements will need to be approved by the Division of Technology Services. State Purchasing will help your agency with procuring an IT procurement item.*  A list of IT products that can be purchased without the involvement of DTS are listed at: ​https://purchasing.utah.gov/buy-it-catalog/ |
| **YES  NO (If No, you do not need to complete the rest of this section)**  **If yes, please provide State Purchasing with your agency’s IT Director**:  **If yes, have you completed a Technology Acquisition Approval Form (TAA Form)**?  **YES  NO** *If yes, please attach a copy of the DTS TAA Form approval email.*  **Will the procurement include software  YES  NO**  **Identify which of the following, if any, it includes: software as a service (SAAS), platform as a service (PAAS), infrastructure as a service (IAAS), etc.**  **Will the procurement include hardware:  YES  NO**  **Will the vendor be providing any consulting services and if so will they be customizing/configuring/maintaining a vendor provided product, building a new system for the State, or maintaining a current state owned software system:  YES  NO**  **Will the procurement include hosting and who will provide (vendor or DTS):**  **Will the procurement include any website or mobile app development or maintenance:**  **Identify which of the following, if any, the product/service may involve: HIPAA data, PCI data, FTI data, or other items that requires additional security considerations and/or additional terms and conditions:** |

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| **What is the estimated total budget for the procurement item?** *The budget should be for the full term of the contract. The awarded contract will have a contract total listed on the cover page. In addition, pursuant to law and policy adding additional funds to a contract may need to get approvals from the Attorney General’s Office.*  **Do you want the budget disclosed in the solicitation?**  **Is there a required price schedule for this solicitation?** | **$**  **YES  NO**  **YES  NO** *If yes, please attach.* |

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| **Will this solicitation replace an expiring or expired contract?** *If the solicitation will be replacing an expiring or expired contract, please let State Purchasing know. This will help in preparing the solicitation documents. Please also let State Purchasing know the successes or issues with the current contract.* |
| **YES  NO**  **If yes, please provide the contract # and date contract expires(d):** |

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| **Does your agency have additional Terms & Conditions (T & Cs) to be included in the solicitation?** *State Purchasing will attach the State of Utah Standard T & Cs to the solicitation and the awarded contract. If your agency requires additional T & Cs, please attach a copy of the additional T & Cs to this questionnaire.* |
| **YES  NO**  **If yes, please attach them as a separate document.** |

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| **Provide a complete and detailed scope of work and requirements:** *The purpose of the scope of work is to define correctly, clearly, concisely and completely all the obligations of the parties with respect to the effort to be performed. The scope of work is: (1) what the vendor is expected to be able to do, (2) what the agency agrees to do, (3) instructions to the vendor, (4) the specifications that will form the basis for the contract*. *Please identify any specific milestones, schedules, deadlines, delivery dates, etc. that could help the vendors understand the timeline of the awarded contract.*  Note: The Division of Purchasing has a document that can help you develop a Scope of Work on its website. |
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| **What are mandatory minimum requirements that the vendors must meet in order for their responses to be considered response and responsible?** *The mandatory minimum requirements are objective criteria to determine whether a vendor is responsible and has the capacity to perform/deliver the requested procurement item.**Examples include Qualifications, Certifications, Licensing, Minimum Years of Experience, Services provided, Product availability, Equipment, etc.*  *Caution: If you list any pass/fail minimum mandatory requirements or minimum qualifications, be aware that the evaluation committee must reject any proposal not meeting those mandatory minimum requirements.*  *Note: It is policy of State Purchasing to require applicable contract licensing in accordance with the related section of Utah Code Title 58-1 Division of Occupational and Professional Licensing Act. Professions impacted by this policy can be found at http://dopl.utah.gov/licensing/index.html.* |
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| **What are the evaluation criteria that will be used to judge and score proposals? List the criteria in order of importance.** *This may only be used during an RFP process. Only complete this section if price is not the only factor in determining which vendor will be awarded the contract or purchase order.* *Evaluation criteria are the subjective factors an agency uses to determine which of the competing proposals submitted in response to the RFP best meets the agency's needs.* |
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| **Will this solicitation require any bid, payment or performance bonds, or other security?** |
| **YES**  **NO**  **If yes, please identify the bond or security required:** |

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| **Provide any additional information that will help Purchasing finalize the solicitation.** *Please let State Purchasing know if this procurement item is part of a legislation or if there is a specific deadline.* |
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| **List any suggested vendors that the agency believes would respond to this solicitation:** *If you have vendors that your Agency would like to invite please provide the contract information (including vendor name, phone number, email address, etc) of any suggested vendor that Agency believes will be able to respond to this solicitation.*  NOTE: Suggested vendors still need to respond to the solicitation. Suggested vendors are not guaranteed a contract. |
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