



UNIVERSITY
OF ILLINOIS
SYSTEM

Solicitation Information Form

Web-Browser Instructions

Upon opening this document, please click the download icon from the right side of the browser. Download the form and save the file to be attached to the iBuy form later in the process, making sure to save your progress as you fill out the form.



Solicitation Information Form

Instructions

This Solicitation Information Form (SIF) is to be completed for all types of solicitation of services and commodities.

The purpose of these questions is to provide the Purchasing Department with adequate information to formulate an appropriate solicitation method in accordance with the department's needs and requirements, University policy, best practices, and ensure compliance with the Illinois Procurement Code and its rules, and other applicable Procurement laws including the Business Enterprise for minorities, Females, and Persons with Disabilities (BEP) Act.

As the foundation for developing the resulting contract the Purchase Description is the most important section. The Purchase Description covers the vendor's responsibility, work to be completed (specifications), a listing of items to be furnished, deliverables, a schedule of activities, personnel to be utilized, and completion or delivery date.



A well written Purchase Description shall:

- be a clear, precise and a complete description of the work to be performed or the commodity to be purchased
- make a clear-cut division of responsibility between the University and Vendors
- not exceed the scope of the University's actual need
- not be unduly restrictive to competitors
- be stated in terms that the market can understand and satisfy

Submittal Instructions

To initiate the procurement process, please submit an iBuy requisition for the product/service required. The FOAPAL used does not encumber the funds requested until the Purchase Order is updated with the new proposed pricing obtained.



- Use Solicitation Information Form located in iBuy.
- Select "iBuy Bid Vendor" as supplier.
- Attach this Solicitation Information Form (SIF) as internal attachment.
- Provide a brief description of the service or commodity, using item text as required.
- Use a Quantity of "1" and an "Estimated Price" of the project budget amount.

University Contact Information

1	Department Name	<input type="text"/>	Contact Name	<input type="text"/>
	Email	<input type="text"/>	Requisition No.	<input type="text"/>


Budget and Financial Information

2 Provide the Chart number and Banner/University Source Fund Name:

Chart	<input type="text"/>	Fund	<input type="text"/>
What is the budget amount for the product/service for the initial term?			<input type="text"/>

3 What is the term of this contract after the solicitation process is completed?


Start Date	<input type="text"/>	Number of Renewals	<input type="text"/>
End Date	<input type="text"/>		

 The total years for the desired term plus potential renewals cannot exceed ten years.

4 Is cost the most important factor for this procurement?

5 Has this product/service been purchased in the past 10 years?

Purchase Description

 These questions can either be answered in the space provided or attached as a MS Word/ Excel document. If attaching, please note this in the boxes below.


6 **Purpose and use**

Describe the need and/or rationale for the service/commodity required. Provide the background and the purpose of this solicitation and describe the circumstances that led to the procurement/contract. Describe the current situation and its impact on your operations.

7 **Commodities and Services Required**

a For the purchase of commodities specify any names of manufacturers, minimum level of quality, performance and applicability of items. Specify a product description, unit of measure, and estimated quantity for each item purchased. Indicate transportation and delivery terms as well as any stock requirements.

b For the purchase of services describe and/or list each functional task or any activity that must be accomplished by the Vendor. Describe the acceptable standard required, clearly outline the expected performance and measurable outcomes in order to achieve the desired results under the solicitation.



- C For purchase of computer technology equipment, software, or similar equipment, identify concurrent users, # of licenses, specific hardware or system requirements and any interface integration requirements. Identify the current system, equipment, and software that needs to be compatible with the proposed system. Indicate hosting model such as, cloud or on-site hosting. Identify any system or software updates to be provided.

8 Objective/Goal to be achieved

Describe the primary outcome expected as a result of the work to be performed by the Vendor. Describe how the proposed services will improve or enhance your current situation.

9 Deliverables and Reports



Indicate what are the deliverables, and their expected delivery timeline. Indicate what you will need delivered to you by a specified time frame to achieve your goal. Specify any required weekly meetings, status reports, progress reports, and stakeholder meetings.

10 Vendor and Staffing Qualifications

Describe the necessary qualifications, licensures, certifications, security clearances, or specific work experience that the vendor or its key personnel shall have in order to provide the services requested. Indicate if resumes or brief biographies are required. State any additional positions/titles of resources required and/or any relevant skill requirements needed to complete the work.

11 Post-Performance Review Plan

Describe the plan that the department will use to measure/monitor the performance of the vendor after services are complete.

Additional Procurement Information

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- a Is the lead-time for delivery an important evaluation factor?

- b Are subcontractors, including diverse vendors, being considered to perform any portion of the work?



Diverse Vendors are minority, female, persons with disabilities, and veterans.

- c Is acceptance testing needed prior to final payment by the University?

- d Are demonstrations of equipment/software required prior to the final decision?

Pricing and Contracting Information

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- | | | |
|---|---|----------------------|
| a | Do you have a written quote from the vendor? (Please Attach) | <input type="text"/> |
| b | Did you make "good faith efforts" to contact diverse vendors? | <input type="text"/> |
| c | Will freight or shipment costs be included in purchase price? | <input type="text"/> |
| d | Is installation of the equipment required? | <input type="text"/> |
| e | Will there be any recurring fees in future years? | <input type="text"/> |
| f | Is a warranty period expected with the purchase? | <input type="text"/> |
| g | Is maintenance expected after warranty expires? | <input type="text"/> |
| h | The rate of compensation is: | <input type="text"/> |
| i | The rate of frequency of services is: | <input type="text"/> |
| j | Reporting requirements are needed: | <input type="text"/> |

15 Vendor Information

Please list a **minimum** of three vendors and their contact information

Company Name	<input type="text"/>	Contact Name	<input type="text"/>
Address Line 1	<input type="text"/>	Address Line 2	<input type="text"/>
City	<input type="text"/>	State & Zip	<input type="text"/>
Email	<input type="text"/>	Telephone	<input type="text"/>

Please check if this a diverse vendor

Company Name	<input type="text"/>	Contact Name	<input type="text"/>
Address Line 1	<input type="text"/>	Address Line 2	<input type="text"/>
City	<input type="text"/>	State & Zip	<input type="text"/>
Email	<input type="text"/>	Telephone	<input type="text"/>

Solicitation Information Form

Please check if this a diverse vendor

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City	<input type="text"/>	State & Zip	<input type="text"/>
Email	<input type="text"/>	Telephone	<input type="text"/>

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Please check if this a diverse vendor

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Address Line 1	<input type="text"/>	Address Line 2	<input type="text"/>
City	<input type="text"/>	State & Zip	<input type="text"/>
Email	<input type="text"/>	Telephone	<input type="text"/>

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Address Line 1	<input type="text"/>	Address Line 2	<input type="text"/>
City	<input type="text"/>	State & Zip	<input type="text"/>
Email	<input type="text"/>	Telephone	<input type="text"/>

Please check if this a diverse vendor

16 Pre-proposal Conference

a Will there be a pre-proposal conference?



A pre-proposal conference is recommended for complex service requirements, and to help ensure vendor diversity goals are met.

University Review

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a Has the department contacted Facilities to review any construction services requested?

b Has the department contacted Information Services to review any technology services requested?

c Has the department contacted Risk Management to review any insurance services requested?

d Has the department contacted Procurement Diversity to review any minority participation?