

**Authorization and Plan
For a
Request for Proposals (RFP) Based Procurement**

Agency Name:

Procurement Manager:

Telephone Number:

Email Address:

Procurement Manager must provide the following information:

1. Could this procurement be conducted through the Invitation to Bid (ITB) process? Yes No
2. Please explain why it would be more advantageous to conduct this procurement as an RFP instead of an ITB? What are the benefits (Please be specific in your justification of the benefits)?
3. Has a Determination of Services been issued by SPD (Determination of services be submitted with the RFP) ?
Yes No
4. Has the scope of work for services been offered to Horizons of NM (Declination must be submitted with the RFP)?
Yes No
5. Are there any Information Technology (IT) or Communications components to be developed or delivered as a result of this procurement?
Yes No

APPROVAL SIGNATURES

Agency Chief Procurement Officer:

I certify that I have reviewed this authorization for and it is my determination that the use of competitive sealing bidding is not practical/not advantageous to the State Agency. Use of the RFP procurement method is requested.

Agency CPO Signature

Date

State Purchasing Division:

The following State Purchasing Division (SPD) Procurement Officer has been assigned to oversee this procurement:

Printed Name

Date

Signature

State Purchasing Agent Determination/Authorization

I certify that I have reviewed this authorization form and it is my determination that the use of competitive sealed bidding is not practical/not advantageous to the State Agency bringing for the need. Use of the Request for Proposals procurement method is authorized. The office of the State Purchasing Agent agrees to extend best efforts to comply with the Agency's Sequence of Events in the RFP document.

State Purchasing Agent

Date

(The original, completed and signed form shall be retained in the public procurement file)