

DEPARTMENTAL APPROVAL REQUEST – REQUEST FOR PROPOSALS (RFP)

Bid #			
Commodity			
Department			
Budget Code			
Source of Funding	Operating	Capital	Multiyear Capital
Purpose			
Proposals Submitted by	Vendor Name		
Expected Value	As above	Value shown is an estimate only for a ___ year period. The City does not guarantee to buy any specific quantities or dollar value.	
Contract Duration			
Recommendation	It is recommended to award this RFP to _____ in the amount of \$_____ based on an evaluation of the proposals by the City's evaluation team as per the Public Procurement Act.		
Proposals Obtained by			
Manager or Designate		Date	
Deputy City Manager or Designate		Date	

- In cases where the procurement value is \$100,000 or above Council approval is required. The entire procurement value must be calculated to determine this threshold including any possible contract extensions.
- Where departments have used an RFP to purchase commodities, they are responsible to send the information to Council for approval by using this form.
- A purchase order will not be created until all documentation, including Council approval, has been provided with an approved requisition.

ST. JOHN'S