

**PURPOSE & INSTRUCTIONS**

**THE PURPOSE** of the RFX Intake Form is to confirm the requesting unit has taken the necessary initial steps and provided documentation to assist University Procurement Services with initiating the formal bid process in accordance with [University Policy 20.1.11](#) and applicable Federal, State and local laws, regulations, codes and ordinances.

**THIS FORM MUST BE COMPLETED WHEN A UNIT SEEKS TO PROCURE GOODS OR SERVICES \$150,000 OR GREATER VIA FORMAL BIDS/PROPOSALS FROM MULTIPLE PROSPECTIVE SUPPLIERS WITH THE ASSISTANCE OF UNIVERSITY PROCUREMENT SERVICES**

**PLEASE BE ADVISED:**

- Wherever possible, the University should procure goods and services from suppliers that have active contracts in place with Rutgers. If the unit is utilizing an existing University contract – **STOP**. This form is **NOT** required.
- If the unit is seeking to procure goods or services within the informal bid range (\$10,000 - \$149,999) by soliciting informal bids/proposals/quotes – **STOP**. This is **NOT** the correct form. The [Informal Bid Intake Form](#) needs to be completed.
- If the unit is seeking to procure goods or services \$10,000 or greater but cannot obtain multiple informal or formal bids/proposals/quotes due to restricted or limited competition – **STOP**. This is **NOT** the correct form. The [Waiver of Bid Request Form](#) needs to be completed.

**THIS COMPLETED FORM MUST BE SENT TO THE [APPROPRIATE CATEGORY MANAGER](#) IN UNIVERSITY PROCUREMENT SERVICES**

**PLEASE BE FURTHER ADVISED** that University Procurement Services must review this RFX Intake Form **PRIOR** to proceeding with the formal bid process and may require additional information and/or may determine that the formal bid process is not necessary.