**Invitation for Proposal**

Your firm has been selected to submit a proposal under the Sheltered Applicant Pool program for TYPE OF SERVICES for the following project:

(PROJECT OR SERVICE REQUEST TITLE)

(CAMPUS)

The scope of services will include (Include Description of Services required or for the basis of the proposal)

Please submit your proposal and completed originals of enclosed forms by (DATE and TIME) to (Campus Representative and Email).

Every effort will be made to ensure that all persons have equal access to contracts and other business opportunities with the University within the limits imposed by law or University policy. Each Candidate Firm will be required to show evidence of its equal employment opportunity policy.

In addition, the University is committed to promoting and increasing participation of small business enterprises (SBEs) and disabled veteran business enterprises (DVBEs) relating to all goods and services covered under the awarded agreement, subject to any and all applicable obligations under state and federal law, and University policies. This contract is part of the University’s Sheltered Applicant Pool Program and as such the awarded consultant/design professional, as an SBE or DVBE, is required to self-perform or subcontract with an SBE or DVBE for a minimum of 51% of work.

Please see the list of required attachments below and complete and return them as specified:

Please contact (Campus Representative and Email) if you need further information or clarification of the Sheltered Applicant Pool Invitation for Proposal process.

(CAMPUS CAN EDIT THE ATTACHMENT LIST AS NEEDED (refer to your standard RFQ); HIGHLISGHTED FORMS ARE RECOMMENDED)

Enclosed Attachment list:

1. Attachment A, Selection Criteria
2. Attachment B, Statement of Qualification Form
3. Attachment C, Project Data Form
4. Attachment D, Project Data Form for Technical Consultants
5. Attachment E, University’s Consultant Experience Form
6. Attachment F, **“**NO CONFLICT OF INTEREST” CERTIFICATION
7. Attachment G, Notice to Campus Vendors and Contractors Regarding COVID Vaccination Requirements
8. Attachment H, Executive Design Professional Agreement **OR** Professional Services Agreement
9. Attachment I, Consultant Rate Schedule if needed
10. Attachment J, Project specific attachment if needed