

APPENDIX C

**SOLICITATION REQUIREMENTS REVIEW
(SRR) REQUEST**

Proposers/Bidders requesting a Solicitation Requirements Review must submit this form to the County within the timeframe identified in the solicitation document.

Proposer/Bidder Name:

Date of Request:

Solicitation Title:

Solicitation No.:

A **Solicitation Requirements Review** is being requested because the Proposer/Bidder asserts that they are being unfairly disadvantaged for the following reason(s): (check all that apply)

- ☐ Application of **Minimum Mandatory Requirements**
- ☐ Application of **Business Requirements**
- ☐ Application of **Evaluation Criteria**
- ☐ Due to **unclear instructions**, the process may result in the County not receiving the best possible responses from prospective Proposers/Bidders.

For each area contested, Proposer/Bidder must explain in detail the factual reasons for the requested review. (Attach supporting documentation and specify the underlying authority of the person or entity submitting a proposal/bid (e.g., letterhead, business card, etc.).)

Request submitted by:

Name:

Title:

FOR COUNTY USE ONLY

Date SRR Request Received by County: _____

Date Solicitation Released: _____

Reviewed by: _____