

## Procurement Project Intake Form

*To be filled in by the Project Lead in order to initiate a project lead by Purchasing. Please submit the form to your relevant Purchasing Lead.*

Project Title:

Project description (Full project details – include additional pages if needed):

Department or School:

Assigned Project Lead (Name):

Approved Project Budget (\$):

Capital Project Number:

Has the necessary vetting with a Consultation Department been completed (PRD, ITS, etc.)?

When will the Project Lead have the **completed** Specification to the Purchasing Lead?

*Be aware that purchasing projects include many steps including planning, drafting the RFX, posting, evaluation, negotiation, award, and delivery. It can take anywhere from 3 weeks for a simple project to 6 months or more for a complex project to be completed, plus supply chain lead time. Ensure that the maximum amount of time is available for the project to be completed by providing the completed specification as soon as the information is available. Since the start of COVID the lead time for the delivery of most goods has been much longer than the historical average.*

*For additional information on completing the Specification see: [RFX Particulars Template - Purchasing Website Link](#)*

Due date (goods delivered/installed, or service completed):

Do you know the current lead time, Purchase Order to Delivery?

Has the College done this project before (new, ongoing spend, previous one-off)?

Does a Collaborative Contract exist for this product or service? If so, with whom?

Project Location (as detailed as possible – room number, campus, off-site, etc.):

Is a site visit (suppliers coming to the College) essential? If so, suggested dates:

List any potential suppliers that the College is aware of:

Is Non-Competitive procurement being considered for this procurement? If so, which exception code?  
Note that the purchasing process will not start until the non-competitive process has been completed.

Proposed Evaluator(s) Name(s):

Evolve Requisitioners Name:

Evolve Approver(s) Name(s):

Special Considerations (funder deadlines, funder specific rules, unique circumstances, etc.):