



Instructions for Submitting Request for Proposal Project Request Form

1. Fill out the Scope of Services Template and Project Request Form completely.

Project Request Form and **Scope of Services Template** are located on Procurement's website under Manager's and Employee Resources.

2. Initiative (Project) sponsor distributes **Evaluator Conflict of Interest and Confidentiality Statement** to each Committee Member indicated on the Project Request Form and the sponsor collects signed statements
3. Initiative (Project) sponsor must email the completed and signed **Project Request Form Scope of Services Template, Scope of Services Template, and Evaluator Conflict of Interest and Confidentiality Statements** to: ProcurementServices@scsk12.org.

Please Note:

The Scope of Services Template must be reviewed by all committee members prior to submission of the Template, Project Request Form, and Evaluator Conflict of Interest and Confidentiality Statement to Procurement Services.

The Scope of Services Template must be submitted in Word format.

All documents must be submitted in the same email for each project as separate attachments.

The Subject of the email must read: Project Request Form for (Initiative Title).

Please Note: The Scope of Services Template must be reviewed by all committee members prior to submission of the Template, Project Request Form, and Evaluator Conflict of Interest and Confidentiality Statement to Procurement Services.