

TRANSMITTAL FORM TO REQUEST A SOLICITATION REQUIREMENTS REVIEW

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

Vendor Name:	Date of Request:
Solicitation Title: Architectural, Engineering, and Related Services	Solicitation No.: 693-SH

A **Solicitation Requirements Review** is being requested because Vendor asserts that they are being unfairly disadvantaged for the following reason(s):

(check all that apply)

- Application of **Minimum Mandatory Qualifications**
- Application of **Review Criteria**
- Due to **unclear instructions**, the process may result in the County not receiving the best possible responses.

For each area contested, Vendor must explain in detail the factual reasons for the requested review. *(Attach supporting documentation as necessary.)*

Request submitted by:

Name: _____ Title: _____

For County use only	
Date Transmittal Received by County: _____	Date Solicitation Released: _____
Reviewed by: _____	