

## APPENDIX C

### SOLICITATION REQUIREMENTS REVIEW (SRR) REQUEST

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

Vendor Name:	Date of Request:
Solicitation Title:	Solicitation No.:

A **Solicitation Requirements Review** is being requested because the Vendor asserts that it is 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 Department 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.)*

Request submitted by:

\_\_\_\_\_

Name

\_\_\_\_\_

Title

***For County use only***

Date SSR Request Received by Department:

Date Solicitation Released:

Reviewed by: