

## APPENDIX C

### SOLICITATION REQUIREMENTS REVIEW (SRR) REQUEST

***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:	Solicitation (RFSQ) 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 from Vendor

For each area contested, Vendor 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 Statement of Qualifications (e.g., letterhead, business card, etc.).)*

Request submitted by:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

<b><i>For County use only</i></b>	
Date SSR Request Received by Department:	Date Solicitation Released:
Reviewed by:	