

APPENDIX C

SOLICITATION REQUIREMENTS REVIEW (SRR) REQUEST

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

Proposer Name:	Date of Request:
Solicitation Title: HVAC Equipment Maintenance and Repair Services	Solicitation No.: RFP 750-SH

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

- Application of **Minimum Mandatory Requirements**
- Application of **Business Requirements**
- Application of **Evaluation Criteria**
- Due to **unclear instructions**, the process may result in the JPA not receiving the best possible responses from prospective Proposers.

For each area contested, Proposer 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 proposal. (e.g., letterhead, business card, etc.)]

Request submitted by:

Name: _____ Title: _____

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