



**Purchasing Services**  
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## RFP Request Form

**(Information needed by Purchasing Services to create an RFP)**

Your Name: \_\_\_\_\_

Your Email/Phone: \_\_\_\_\_

Project Name/Description: \_\_\_\_\_

Event/Activity	Date
Send RFP to vendors	
Questions due from vendors	
On site or pre bid meeting	
Vendor proposals due	
Award/decision	
Contract signatures due	
Project/work start	
Project completion	

The Purchasing Office cannot prepare an RFP without specific dates for the activities in this table. Please make every effort to allow vendors at least 5 business days to prepare an RFP response. It is recommended that more time should be allowed for complex projects.

Vendor	Contact	Phone	Email

# of responses needed (hard copies): \_\_\_\_\_ Is emailed response acceptable: Yes \_\_\_ No \_\_\_

**It is the requester's responsibility to provide the Scope, Requirements, Drawings/Plans, Specifications and any other details needed to ensure vendors have the information they need to respond with a well developed RFP proposal response. Please include this information with this form. Email submittals preferred.**