|  |
| --- |
|  *This form is to be used internally for the purpose of gathering project information prior to the publication of the RFQ. Submit this form to the Selections Administrator with the finalized and approved RFQ* ***no less than 2 business days prior to the intended advertisement date****.* |

**Project Information**

|  |  |
| --- | --- |
| Project Manager |       |
| Project Number & Title: |       |
| Client Agency: |       |
| Project Location: |       |
| Notes:  |       |
|  |  |

**Desired Dates**

|  |  |
| --- | --- |
| RFQ/RFP Post/Publish: |       |
| Informational Meeting: |       |
| Submittals Due: |       |
| Ph 1 Score Sheets Due: |       |
| Ph 1 Consensus Meeting Date: |       |
| 1st Proprietary Meeting: |       |
| 2nd Proprietary Meeting: |       |
| Interviews: |       |
| Proposals Due: |       |
| Proposal Score Sheets Due: |       |
| Selection/Announcement Goal: |       |
| Notes: |       |
|  |  |

**DJC Advertisement Information**

|  |
| --- |
| **Client Agency Billing Contact** |
| Contact Name: |       |
| E-Mail: |       |
| Address: |       |
|  |       |
|  |  |

**Selection Panel**

|  |  |  |
| --- | --- | --- |
| FPS Project Manager |  | FPS Panel Member 2 |
| Name: |       |  | Name: |       |
|  |  |  |  |  |
| Client Agency Panel Member 1 |  | Client Agency Panel Member 2 |
| Name: |       |  | Name: |       |
| Email: |       |  | Email: |       |
|  |  |  |  |  |
| Additional Panel Member(s) |
| Name: |       |  | Name: |       |
| Email: |       |  | Email: |       |
|  |  |  |  |  |
| Additional Non-Voting Panel Member(s) |
| Name: |       |  | Name: |       |
| Email: |       |  | Email: |       |
|  |  |  |  |  |

Additional Notes/Comments for the Selections Administrator: