

Rowan University Bid Intake Form

Departmental Information

Department:	
End User / Project Manager:	
Project Name:	
FOAPAL (required to pay advertisement):	

Project Description

What is the estimated value of the contract?	\$
Will a pre-bid conference or site visit be required?	
<i>If yes to above, provide address where site visit should be held below.</i>	
Estimated term of contract	
Is the intention to award to one prime vendor or multiple vendors?	
Capital & Facilities Related Projects Only	
Will this project be subject to Prevailing Wage ?	
Will this project include add alternates in addition to the base bid?	
Will subcontractors be permitted?	
Will liquidated damages be included (enter amount)?	\$
Estimated date of completion	

Proposed Schedule of Events

Bid Package Sent to Procurement:	
Bid Advertisement:	
Informational Meeting / Site Visit:	
Questions Due:	
Responses Due:	
Submissions Due:	
Bid Award:	

Scoring Committee

The Scoring Committee is responsible for objectively evaluating proposals received and providing a recommendation as to which bidder proposal is most responsive to the University's needs specified in the solicitation. Provide a list of the Scoring Committee members, along with their contact information.

At a minimum, three individuals should be on your committee. If you cannot produce three members, please reach out to the OC&P for guidance.

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Scoring Committee (continued)

Committee Member	Department	Email	Phone #

Vendor Outreach

In the table below, recommend potential bidders your department would like included on the solicitation distribution list. Rowan encourages supplier diversity. For more information refer to the Supplier Diversity Program [webpage](#). If the list includes a diverse or LSA bidder, check the box to the right.

Company Name	Representative Name	Representative's Email	Diverse Vendor

Conflict of Interest

A fiduciary responsibility and a public trust exist whenever a member of the Rowan staff or faculty participates in the procurement process at the University. It is critical that individuals involved in the procurement of goods and services are cognizant of the need to avoid real, apparent, and /or perceived conflict when spending public funds.

Conflict of interest occurs when in the execution of our official duties as State employees, we find ourselves in a position to be influenced or appear to be influenced by a private or personal interest we may have that could lead us to try to gain a personal advantage or to avoid a personal disadvantage.

Actual conflict of interest exists when, given our personal or private interests, we can be influenced. Potential conflict of interest exists when our personal or private interests puts us in a position where we could be influenced.

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Finally, perceived conflict of interest exists when our personal or private interest exposes us to being in a position where we could appear to be influenced in the execution of our duties. In all these forms of conflict of interest the overriding factor is that our personal or private interest threatens to compromise our public responsibility and duty.

Any employee of Rowan University who has, or reasonably anticipates having, an ownership interest, a significant executive position, or another remunerative relationship with a prospective supplier of goods or services to Rowan University, or who know that a member of their family or other person with whom they have a personal or financial relationship has such an interest, shall not participate in the preparing of specifications, qualifying vendors, selecting successful bidders on products or services in which they have an interest, or approving payment to those interests.

It is important to be aware of a real or apparent divergence between an employee's private interests and his or her professional obligations to the University, such that an independent observer might reasonably question whether the individual's professional actions or decisions are, or could be, determined by considerations of private gain rather than by potential benefit to the University mission.

Credibility and public confidence are vital throughout the university system. Any erosion of honesty, integrity, or openness is injurious to the institution. The shadow of doubt can be as harmful as the conduct itself.

Therefore, by signing, you attest that no employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract, purchase order, or public solicitation for goods and/or services that would be the subject of a contract and/or business relationship with Rowan University for the provision of the goods and/or services that are the subject of the attached contract, purchase order, or public solicitation.

Signature	
Name	
Date	