

**Monterey County Office of Education
Business Services
Request for Proposal Preparation**

The MCOE Business Services Department will assist in the preparation of a Request for Proposal (RFP), for Public Projects in excess of \$15,000 or expenditures in excess of \$86,000.

Department _____ Date _____

Department Contact Name _____ Phone # _____

Technical Specifics of Bid Item(s) and/or Services (Add attachments, if necessary):

Duration of Services (if applicable): From _____ To _____

Names of Entities for Advertisement (Minimum of 2 Newspapers):

1. _____ 2. _____

3. _____ 4. _____

Contract Needs (Add attachments, if necessary):

Expense Budget Code(s):

Fund	Resource	Yr	Goal	Function	Object	School	Local	Manager	% / \$

Required attachments:

1. List of vendors and contact information (mailing and electronic) for RFP distribution

(Submit completed form to Administrator, Business Services)