Administrative Review Committee Meeting

Briefing Document

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| --- | --- |
| **Procurement Specialist:** |  |
| **Solicitation Type:** |  |
| **Service:** |  |
| **Issued:** |  |
| **Bids Received:**  |  |

**Purpose of the Solicitation**

**Bid Strategy**

* Including history of last solicitation and any deviations between past and present solicitations
	+ See examples

**Estimated Annual Value, Contract terms and Renewal**

**Method of Award**

**Attached Documents**

* Clarifications
* Amendments (including Questions and Answers)
* Bidder correspondence

**List of Bidders**

* Bidder outreach efforts and the result of those

**Cost Evaluation**

* Abstract

**References**

* Will they be conducted?
	+ If not, why?

**Recommendation**

* Recommended disposition of each Bidder