



STATE OF NEW JERSEY  
 DEPARTMENT OF THE TREASURY  
 DIVISION OF PURCHASE AND PROPERTY – CENTRAL INTAKE UNIT

33 WEST STATE STREET, P.O. BOX 230  
 TRENTON, NEW JERSEY 08625-0230

**PROCUREMENT REQUEST FORM**

Submit this form with required information: [centralintake@treas.nj.gov](mailto:centralintake@treas.nj.gov)

*Submission of a procurement request does not represent approval of the final specification.  
 For resubmitted work, please include a copy of the prior Central Intake Form.*

**FOR AGENCY USE ONLY**

DATE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT PHONE #: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

CONTRACT MANAGER: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

FISCAL YEAR: \_\_\_\_\_

REQUISITION #: \_\_\_\_\_

<b>CHECK ONE:</b>	<b>NEW PROCUREMENT</b>	<b>REPROCUREMENT</b>
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Check all that apply:	Federally Based Contract (GSA)	Requisition to be Advertised	CDBG Fund
	Cooperative		

Check that all required pre-approvals have been received:	OIT	OMB	Treasury Admin.
	DPP Pre-Approved	Division of Law for liquidated damages	Risk Management for insurance amounts

***AGENCY MUST COMPLETE THE FOLLOWING CHECKLIST AND INCLUDE ALL ITEMS AS NECESSARY***

Purpose and Intent (RFP § 1.1)	YES	NO	
Background (RFP § 1.2)	YES	NO	
Definitions (RFP § 2.2)	YES	NO	
Scope of Work (RFP § 3.0)	YES	NO	
Contract Deliverables With Dates	YES	NO	Not Applicable
Bidder Quote Submittals (RFP § 4.4.3)	YES	NO	
Price Schedule Attached (RFP §4.4.5)	YES	NO	
Price Sheet Instructions (RFP §4.4.5.2)	YES	NO	
Bid Solicitation Attachments	YES	NO	Not Applicable
Award Methodology (Multiple contractors, mini-bid, etc.)	YES	NO	
Method of Operations	YES	NO	Not Applicable
Waive Small Business Requirement (Explain why requesting a waiver)	YES	NO	
Bid Bond	YES	NO	Not Applicable
Performance Security/Retainage	YES	NO	Not Applicable
Limitation of Liability/Indemnification	YES	NO	
Commodity Codes	_____		
Contract Term/Extensions/Transition	_____		
Estimated Contract Value	_____		

**FOR CENTRAL INTAKE USE ONLY**

**DATE RECEIVED:** \_\_\_\_\_ **CONTROL NUMBER:** \_\_\_\_\_

**APPLICABLE BUYING UNIT**

- Commodities & Fleet**
- General Services**
- Professional Services**
- Technology**

**RETURNED FOR REVISIONS**

**DATE:** \_\_\_\_\_

**REASON:** \_\_\_\_\_

**CANCELLED**

**DATE:** \_\_\_\_\_

**REASON:** \_\_\_\_\_