**Form will not be accepted unless submitted by APO/CUPO**

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| **Organizational Information** | |
| **State Entity Name:** | **Date:**  **(mm-dd-yy)** |
| **State Entity Code (5-Digit Code):** |
| **APO/CUPO Information** | |
| **Name:** | |
| **e-Mail Address:** | |
| **Telephone:    -   -** | |
| **Assigned State Entity Issuing Officer Contact Information** | |
| **Name:** | |
| **e-Mail Address:** | |
| **Telephone:    -   -** | |
| **Complete the following information:** | |
| 1. **RFP Experience** | |
| **Assigned State Entity Issuing Officer has met the following criteria:**   1. **Obtained the RFP Certificate** 2. **Number of Complex RFPs successfully sourced** 3. **Number of Fast Track RFPs successfully sourced** 4. **Number of Protests Received and sustained as Entity Error** | |
| 1. **Fast Track RFP Description** | |
| 1. **Approved Budget Amount for this solicitation** 2. **Description of Item/Services to be sourced with this solicitation** 3. **Description of Market and Non Complex Criteria** 4. **Anticipated Need/Level of Negotiations** 5. **Anticipated Solicitation Process duration (check one)**   **<60 days**  **<90 days** | |

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| 1. **Fast Track RFP Criteria (check all that apply)** |
| **Assigned State Entity Issuing Officer agrees to meet the following criteria:**   1. **Anticipated Award Value is < 250,000K** 2. **Project does not require significant customization, programming,**   **or pilot process**   1. **Project will be completed within 6 months of contract award**   **Please provide a description of any variances to value or timeframe in the box below:** |
| **Comments:** |
| |  | | --- | | **SPDAC Review Decision** | |
| **Based on a review of the above criteria, SPD Deputy Commissioner’s determination is indicated below:**  **Full Authority is granted for Fast Track RFP Process**  **Conditional Authority is granted for Fast Track RFP with SPD Interface**  **Denied – State Entity did not meet requirements** |
| **Comments:** |
| **Determination Date:** **(mm-dd-yy)** |

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| **Submission Details** |
| **After completing the “Fast Track RFP Request for Approval” form online, select “Send to mail recipient (as attachment)” from the toolbar.**  **Type ProcessImprovement@doas.ga.gov in the “To” field and press “Send”.**  **Note: Upon receipt of all required information to the Process Improvement mailbox as directed above, this request will be processed within five (5) business days. APO/CUPO will be notified promptly of the SPDAC’s decision.** |