**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:** |
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| **SPDAC Review Decision** |

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| **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.** |