

**APPENDIX C**

**TRANSMITTAL TO REQUEST A SOLICITATION REQUIREMENTS REVIEW**

***Proposer requesting a Solicitation Requirements Review must submit this form to the County within the timeframe identified in the solicitation document.***

Proposer Name:    Click or tap here to enter text.	Date of Request: Click or tap here to enter text.
Solicitation Title:    Click or tap here to enter text.	Solicitation No.: Click or tap here to enter text.

A **Solicitation Requirements Review** is being requested because the Proposer asserts that they are being unfairly disadvantaged for the following reason(s): *(check all that apply)*

- Application of **Minimum Requirements**
- Application of **Evaluation Criteria**
- Application of **Business Requirements**
- Due to **unclear instructions**, the process may result in the County not receiving the best possible responses

For each area contested, Proposer must explain in detail the factual reasons for the requested review. *(Attach supporting documentation.)*

Request submitted by:  
Click or tap here to enter text.

Click or tap here to enter text.

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Title)*

***For County use only***

Date Transmittal Received by County: \_\_\_\_\_ Date Solicitation Released: \_\_\_\_\_

Reviewed by: \_\_\_\_\_