

**APPENDIX C
TRANSMITTAL TO REQUEST A SOLICITATION REQUIREMENTS REVIEW**

Bidder requesting a Solicitation Requirements Review must submit this form to the County within the time frame identified in the solicitation document.

Bidder's Name: _____

Date of Request: _____

Solicitation Title: _____

Solicitation Number: _____

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

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

For each area contested, please explain in detail the factual reason(s) for the requested review *(attach additional pages and supporting documentation as necessary)*:

Request Submitted By

Name: _____

Signature: _____

Title: _____

For County Use Only

Date Transmittal Received by County: _____

Date Solicitation Released: _____

Reviewed by: _____