



SOLICITATION FOR REQUEST  
FOR PROPOSALS (RFP'S)  
FAIR & OPEN PROCESS

Date: 12/4/15 Department Business Administration

1. Service (detailed description): Risk Management Consultant
2. Estimated amount for this project: \$ Not to exceed 10% JIF Assessment
3. AMOUNT BUDGETED FOR THIS RFP: \$ 70,000.00
4. BUDGETED ITEM: YES  NO   
(If no, is it an ordinance authorized material, service or supply?)  
YES  NO  ORDINANCE NO.: \_\_\_\_\_

(B) Please identify the page number and line item appropriation sub-account:

Budget Page No. 43 Account No. \_\_\_\_\_

5. Check here if:  
Federal Funds  State Funds   
UEZ Funds  Davis Bacon Requirements   
(If any of the above are checked, the project must be monitored by the department for compliance with prevailing wage rate policy and procedures.)

6. Date you want to receive proposals by: ASAP
7. Special conditions or instructions: Use same RFP as last time.

Attachments:

- Technical Requirements  
 List of vendors

Send copies to:  
Purchasing Division  
Business Administration