



**Part II** (To be completed by Contract Procurement Unit)

**Contract Planning Meeting:**

**Date:** \_\_\_\_\_

**Attendees:**

Division/Office Staff

Contract Unit Staff

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Project Timeline:**

**Procurement Type:**

RFP: \_\_\_\_\_ IFB: \_\_\_\_\_ T-Contracts: \_\_\_\_\_ Sole/Single Source: \_\_\_\_\_

Other (explain): \_\_\_\_\_

\_\_\_\_\_