



AUSTIN PEAY INSTITUTION UNIVERSITY

REQUEST FOR INFORMATION FOR BRIEF GOODS OR SERVICES CAPTION

APSU RFI #	xx-xxx
Proposal Due	xx/xx/xx
Date/Time	4:30 PM CT

Electronic copies of this Request for Information available by contacting appurchasing@apsu.edu.

1. STATEMENT OF PURPOSE:

Austin Peay State University, (APSU) issues this Request for Information (“RFI”) for the purpose of [DESCRIPTION OF PURPOSE]. We appreciate your input and participation in this process.

2. BACKGROUND:

[INCLUDE PERTINENT BACKGROUND INFORMATION THAT MAY BE HELPFUL FOR RESPONDERS. SUGGESTIONS INCLUDE: DESCRIPTION OF PROJECT GOALS/OBJECTIVES, SCOPE OF SERVICES/PRODUCTS SOUGHT, LOCATION, NEEDS AND OTHER INSTITUTION REQUIREMENTS.]

3. COMMUNICATIONS:

3.1. Please submit your response to this RFI to:

Judy Blain
 Austin Peay Institution University
 505 York Street, Clarksville, Tennessee 37040 (if mailing via UPS or FEDEX)
 PO Box 4638, Clarksville, TN 37044 (if mailing USPS)
 (931) 221-7691
 (931) 221-6300
appurchasing@apsu.edu

3.2. Please feel free to contact Procurement and Contract Services Office with any questions regarding this RFI. The main point of contact will be:

Judy Blain
 Austin Peay Institution University
 505 York Street, Clarksville, Tennessee 37040 (if mailing via UPS or FEDEX)
 PO Box 4638, Clarksville, TN 37044 (if mailing USPS)
 (931) 221-7691
 (931) 221-6300
appurchasing@apsu.edu

3.3. Please reference RFI # [NUMBER] with all communications to this RFI.

4. RFI SCHEDULE OF EVENTS:

EVENT		TIME (Central Time Zone)	DATE (all dates are Institution business days)
1.	RFI Issued		DATE
2.	RFI Response Deadline		≥ 10 BUSINESS DAYS LATER

5. GENERAL INFORMATION:

- 5.1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the State.
- 5.2. The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the Institution chooses not to go further in the procurement process and responses are never evaluated, the responses to the procurement including the responses to the RFI, will be considered confidential by the Institution.
- 5.3. The Institution will not pay for any costs associated with responding to this RFI.

6. INFORMATIONAL FORMS:

The Institution is requesting the following information from all interested parties. Please fill out the following forms:

RFI #NUMBER
1. RESPONDENT LEGAL ENTITY NAME:
2. RESPONDENT CONTACT PERSON: Name, Title: Address: Phone Number: Email:
3. BRIEF DESCRIPTION OF EXPERIENCE PROVIDING SIMILAR SCOPE OF SERVICES/PRODUCTS
4. FILL IN WITH REQUESTED INFORMATION AS NEEDED

COST INFORMATIONAL FORM
1. Describe what pricing units you typically utilize for similar services or goods (e.g., per hour, each, etc.):
2. Describe the typical price range for similar services or goods
3. FILL IN WITH REQUESTED INFORMATION AS NEEDED

ADDITIONAL CONSIDERATIONS
1. Please provide input on alternative approaches or additional things to consider that might benefit the Institution: