

MEMORANDUM FOR: Director, Division of Contracts

FROM: Director, Division of Project Management

(This form is designed to accommodate varying kinds of procurement requests, including small purchases, sole source actions and competitive solicitations. Inapplicable items or those for which you have not developed information should be left blank. In such cases, project officer should contact Division of Contracts' personnel for appropriate guidance.)

Part I - Project Data

1. It is requested that the Division of Contracts take the following action:

☒ Issue a Request for Proposal  
(RFP)

☐ Execute a Modification to  
Contract No. \_\_\_\_\_

with \_\_\_\_\_  
Name of Person or Firm

☐ Issue a RFP to firm awarded  
\_\_\_\_\_ Basic Ordering Agreement  
(type)

☐ Award a contract on basis  
of our acceptance of an  
Unsolicited Proposal

☐ Award a Sole Source Contract  
to \_\_\_\_\_  
Name of Person or Firm

2. Title of Project and brief description of work: Study of Requirements  
for Operator Licensing (Work Statement Attached)