To Leadership and Stakeholders,

Attached are a few documents for your review for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Request for Proposal (RFP) for UTO.

We separated the documents to facilitate easier navigation and organization of responses.

The documents are:

1. The Procurement Template with Scope of Work (SOW) and requested areas completed and shown in red. (PLACE LINK HERE or ATTACH DOCUMENT)
2. Exhibit A – Supplier Questions (Answer Sheet for Suppliers) – This questionnaire (in Excel format) prompts providers through yes/no questions, open-ended questions, and proposer qualification questions that will help respondents demonstrate evidence of their ability to fulfill the scope of work. (PLACE LINK HERE OR ATTACH DOCUMENT)
3. Exhibit B – The Pricing Schedule – This customized schedule (in Excel format) must be populated by respondents to show total cost of their solution. (PLACE LINK HERE OR ATTACH DOCUMENT)

Please note there might be a couple of small changes that may be needed (such as small revisions to the use cases or clarifications to the supplier questions) however, we wanted to alert you of the project and submit the information for a high-level review and approval before we sent the information to Procurement.

**Proposed Timeline**

Here’s a high-level overview of our target schedule:

* Internal UTO Review – (INSERT DUE DATE HERE)
* ASU Procurement, Legal and Risk Review –(INSERT DUE DATE HERE)
* Release to Public – (INSERT DUE DATE HERE)
* Proposals Due – (INSERT DUE DATE HERE)
* Evaluation & Selection – (INSERT DUE DATE HERE)
* Contract Signed – (INSERT DUE DATE HERE)
* Pilot/Integration – (INSERT DUE DATE HERE)

We look forward to your review and feedback ***by*** (INSERT DATE HERE), and encourage collaborative, iterative, dialogue over the course of this next week as we work to finalize the documents.

Thank you,