

Please prepare and submit **one form** per project.

To prepare for your request, the EASiBuy team will need to review your current data. Please compile any of the following documentation that you have for your project:

* + Current Contract
	+ Previous RFP/RFQ
	+ Previous Specifications
	+ Current/Updated Specifications
	+ Draft RFP/RFQ Documents
	+ Vendor Lists
	+ Consumption/Spend/Usage Data

Please use the space below to provide a response for each of the following questions:

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| --- | --- |
| 1. Provide your name and contact information (phone & email).
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| 1. Provide a short description of your purchase.
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| 1. Which of the following will you require assistance with? (Sourcing, Market Research, RFP Build, Reverse Auction, Benchmarking)
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| 1. Date of expiring current contract (if possible).
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| 1. Name of incumbent vendor (if possible).
 |  |
| 1. Provide your desired project completion date.
 |  |
| 1. Budgeted amount.
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Please attach this document in an email with your other project data to:

caymancore@eauctionservices.com