

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:

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

Please attach this document in an email with your other project data to:

[caymancore@eauctionservices.com](mailto:caymancore@eauctionservices.com)