**Section 4.4020 Request for Information**

a) RFI Form

When required, an RFI shall be issued and shall include:

1) the type of property to be leased;

2) the proposed uses of the property;

3) the duration of the lease;

4) the preferred location of the property; and

5) a general description of the configuration desired.

b) Public Notice

Public notice of the RFI for the availability of real property to be leased shall be published in the Higher Education Bulletin at least 14 days before the date set forth in the request for receipt of responses and shall also be published in similar manner in a newspaper of general circulation in the community or communities where the University is seeking space.

c) Response

The RFI response shall consist of written information sufficient to show that the respondent can meet minimum criteria set forth in the RFI.

d) Negotiation and Determination

The SPO may enter into discussions with respondents of the RFI for the purpose of clarifying University needs and the information supplied by the respondents. On the basis of the information supplied and discussions, if any, an SPO shall make a written determination identifying the responses that meet the minimum criteria set forth in the RFI. Negotiations shall be entered into with all qualified respondents for the purpose of securing a lease that is in the best interest of the University.

e) Reporting and Filing

1) When the lowest response by price is selected, a written report of the negotiation shall be retained in the lease files and shall include the reasons for the final selection.

2) When the lowest response by price is not selected, the SPO shall forward to the CPO, along with the lease, notice of the identity of the lowest respondent by price and written reasons for the selection of a different response. The CPO shall publish the written reasons in the next volume of the Higher Education Bulletin.