

Section 2.0

Identify Needs

Agency personnel (requestor or end user) will communicate to the purchaser(s) the commodity or services needed. The most common document used to identify the need is a purchase requisition. The requisition should include the detailed specifications of the commodity or service.

Provide any additional information such as:

- Requirements
- Delivery timeline
- Special circumstances
- Catalog price comparison
- Previous purchase of the same specification or Statement of Work
- Documentation of research, links or pricing
- Manufacturer links or the source used for specifications.
- Reasonable cost estimates based on market research, catalog comparison, or historical price