



## **AUTHORITY TO SEEK PROFESSIONAL SERVICES (ASPS)**

### **ENTRY DEFINITIONS**

1. The number assigned by the contracting agency for tracking, reference, billing, and identification purposes.
2. This is the date in which you require the contractor on board.
3. Department name and number.
4. Division number(s). Division number is the number obtained from the division and mail stop listing.
5. Service codes. Look up the service you are planning to secure on Appendix C. Select the number which most closely describes your required service.
- 6, 7, 8, 9, and 10. Blocks are self-explanatory.
11. Total projected period of performance.
12. This is the number of phases or the number of renewals planned for the Request for Proposals (RFP) and resulting contract this authority shall encompass.
13. The project director's name and telephone number.
14. The name of the preparer of the document and telephone number.
15. Explain purpose of contract in detail. Include as much of the following information as is applicable:
  - a. Project description (what is required of the contractor).
  - b. Why the project is needed.
  - c. Objectives.
  - d. Tangible (measurable) benefits.
  - e. Intangible (unmeasurable) benefits.
  - f. Cost/benefit description.
  - g. Project schedule.
16. Block is self-explanatory.