



## **Proposal Content Recommendations**

The TICUA Procurement Program strives to combine the 35 member institutions' consumer strength to: a) lower the price for services and/or goods; b) reduce duplicated efforts to secure discounts; and c) improve the procurement and delivery of services and/or goods. This is accomplished through the aggregation of consumers with similar need and circumstance to encourage vendors to recognize the significance of independent higher education in Tennessee by providing desired pricing, service and delivery.

The Procurement Committee recognizes that proposal styles will vary depending on the industry. Thus, there is no pat formula or template for proposals. We do, however, recommend that your proposal contain the following:

1. Procurement Program Action Form.
2. Specific information regarding the price TICUA members will pay for service/good. Information regarding the derivation of the price is appreciated (how did you come to the price?).
3. Pricing and/or service that is better than what a TICUA member could receive on their own.
4. Information regarding the process of product selection, ordering, delivery, installation and service (including information pertaining to warranties).
5. List of references from colleges or universities (include phone numbers and emails). Tennessee institutions preferred.
6. A copy of any contract associated with this proposal (Association and/or campus-level).
7. Details regarding any rebate to Association or institution.
8. List of expectations you have regarding what TICUA will provide if the contract is approved.
9. Any additional materials that will educate the Procurement Committee about your company so that the 30 minute presentation is *not* spent strictly on description of vendor.