

Needs Assessment

This form is used to help determine important factors for your purchase. The answers provided here can be used in the development of the RFP or RFQ.

Name:	Title:
Department:	Date:

What issue/problem is this product or service addressing?

Who are the intended users of this product or service?

Provide a brief description of the product or service you are looking for. Be as specific as possible (technical specifications, colors, etc.).

What long-term goals does this product or service help achieve?

Which CCRI strategic goal does this procurement address? (Check all that apply)

Goal 1: Drive student success, experience, and completion

Goal 2: Expand partnerships and programs

Goal 3: Strengthen institutional effectiveness

What research has been conducted for potential solutions?

How will you measure the success of this product or service? Use specific KPIs (key performance indicators).

Is this product or service in addition to something the College already owns? (ex: purchasing an add-on to a software package)? Yes (enter below) No

Who is the project sponsor?

When is the intended start date?

Which other departments in the College will be needed to purchase or implement the product or service? (ex: IT for software, facilities for lab renovation, legal counsel for contracts, etc.)

Please select all that apply and write in any not listed.

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|------------------------|-----------------------------|------------------------------|
| Information Technology | Controller's Office | Marketing and Communications |
| Facilities | Workforce Partnerships | Student Life |
| Purchasing | Human Resources | Sponsored Projects (Grants) |
| Legal Counsel | Institutional Effectiveness | Campus Police |
| Academic Affairs | Student Engagement | Enrollment Management |

Are you looking to purchase the product or service based on the lowest cost or based on specific technical requirements/business needs? Lowest Cost Technical Requirements/Business Needs

Does the product or service require a contract or any other legally binding document? Yes No