**SE-620**

**REQUEST FOR CONCURRENCE IN POSTING NOTICE OF INTENT TO AWARD IDQ CONTRACT**

**AGENCY:**

**IDQ CONTRACT NAME:**

**IDQ CONTRACT NUMBER:**

The Agency hereby requests approval from the Office of State Engineer (OSE) to post a Notice of Intent to Award a contract to the Firm named and for the amount stated below. If the Agency does not receive written objection from OSE within five (5) business days after OSE’s receipt of this Request and the documentation required, the Agency may post the Notice of Intent to Award at the location stated in the Solicitation.

**FIRM SELECTED** *(****NOTE****: If multiple firms are selected, a separate SE-620 must be submitted for each firm.)*

**NAME:**

**CITY**:       **STATE:**

**EMAIL:**       **TELEPHONE:**

**DATE SELECTION WAS MADE:**

**REMARKS: (*If “No Contract to be Awarded” is entered above, indicate the reason*.)**

**CONTRACT INFORMATION**

1. **MAXIMUM AMOUNT OF THIS IDQ:** **$**
2. **MAXIMUM CONTRACT TIME OF THIS IDQ** *(Cannot exceed 2 years)***:**

**AGENCY CERTIFICATION AND REQUEST**

I certify that the Agency Selection Committee conducted this Professional Services selection in accordance with the requirements of the SC Consolidated Procurement Code and the *Manual for Planning and Execution of State Permanent Improvements,* and that the Agency has authorized, unencumbered funds available for obligation to this contract. Pursuant to SC Code **§** 11-35-3220(9), I request the approval of the Office of State Engineer to post a Notice of Intent to Award an IDQ contract for professional services.

**BY:**  **DATE:**

*(Signature of Agency Representative)*

**Print Name:**       **Title:**

**APPROVED BY:** **DATE:**

*(OSE Project Manager)*

**SUBMIT THE FOLLOWING DOCUMENTS TO OSE:**

1. SE-620
2. Copy of proposed Contract signed by firm selected but NOT signed by the Agency