Solicitation Request Form
Use this form to initiate a bid by PCPS for a product or service if you either have no supplier in mind or the value will be at least $50,000 per year.

1. Access Mountaineer Marketplace:
   - Log in at myaccess.wvu.edu
   - Click the Mountaineer Marketplace tab
   - Click the Mountaineer Marketplace button

2. In the list of PCPS Automated Forms on the Mountaineer Marketplace Home page, click Solicitation Request to open the form.

3. Choose the type of solicitation. If you are not sure, select RFP.

4. Provide a complete description of the services to be performed or the item to be purchased.
5. Optionally, provide the names of suggested suppliers and their contact information.

6. Reply to the funding question. If you answer Yes, enter the amount available.

7. At the top of the form, view choices in the Available Actions region in the upper right corner. Choose Add Item and Close Form. Click Go.

8. A shopping cart has been created that contains this form. Click Proceed to Checkout or Assign Cart. Follow standard procedures for submitting the cart. The account that will be charged will be identified in these steps.