Request for Quotations – Personal Services Instructions

The Request for Quotations (RFQ) document is used for the Informal Procurement process. Departments complete the areas in white and Contractors complete the grey shaded areas. Additional documents may be attached to include more information. Once you have completed the RFQ form, submit to PCS with a PCS Intake Sheet for review and posting. RFQ documents will be attached to the posted advertisements. In addition to the posting, departments are responsible to solicit at least three quotes, one of which must be a certified minority owned, women owned, or emerging small business (MWESB). If you cannot find a certified MWESB, you must solicit a quote from a self-reported MWESB. If you receive a “no” quote, document the Contractor name on the RFQ document, note the Contractor’s MWESB status and mark the checkbox for “no quote” complete the contact date and reason the Contractor gave for “no” quote.

1. Insert Title of Posting.
2. Closing Date and Time. Insert the date and time Contractors need to submit their quotes by. Informal Procurement requires posting for a minimum of 5 business days.
3. Contact. Insert the name of the person Contractors can contact for questions about the purchase.
4. Fax. Insert the facsimile # of the department that the Contractor may use for submittals. Do not insert a phone number.
5. Email. Insert the email of the person Contractors can contact for questions and submittals.
6. Department. Insert the name of the department submitting the RFQ.
7. Address. Insert the department address the Contractor may use for submittals.
8. General Information. Insert the name of the department submitting the RFQ.
9. Anticipated Term. Insert the anticipated term and any possible renewal terms for the resulting contract.
10. Scope of Work. Provide a complete description of the services to be provided including specific work elements, tasks, deliverables and associated timeline. Provide enough detail so that Contractors can provide an accurate quote for services.
11. Qualifications. Insert any required or preferred qualifications for Contractors.
12. Submittals. Insert all submittal requirements.
13. Insurance Requirements. Check the appropriate boxes if insurance is required.
14. Additional Terms. Check this box if additional terms and conditions will be applied to the purchase. (e.g. photography, grant flow downs, etc.)
15. Exhibit B. Insert a description of each deliverable/task/milestone and any due date or estimated duration.

The remaining grey shaded areas are to be completed by the Contractor and provided in their response.