Please provide the following information to assist us in crafting your Request for Quote.

***\*\*Please note that RFQs can take up to 3-4 weeks to complete. Please keep this in mind when planning your bid. If the bid process will result in a contract, please allow ample time for the contract review process to happen.***

1. Delivery: will delivery time be a factor in the award?
2. Purchase or Lease: Are you making a purchase or entering into a lease?
3. Scope/Project Description: Briefly describe what the goals of your project are and what you are seeking to accomplish with this RFQ.
4. PO Term: Is this a one-time purchase or do you need to establish a framework purchase order?

\*A framework is a purchase order that allows for multiple purchases over a period of time.

For Framework Orders: Generally a PO term can be up to 5 years in length. Any term longer than 5 years needs CBO approval, which your solicitation coordinator will seek, if needed. You may choose to have:

* a flat 5-year term\* (***Procurement Services’ recommended term***)
* a 3-year term with 2 one-year extensions\*
* a 1-year term with 4 one-year extensions
* Or another combination that works for your department as long as the term does not exceed five years.

\*Please note that the University will include the ability to terminate the agreement early when the term exceeds one year.

1. Specifications: Please provide a detailed list or description of all of the requirements or specifications you are seeking for the product or service. This list can be on this document, a separate Word document, a separate spreadsheet, or listed as line items on the requisition.
2. Pricing: Please indicate how you would like the respondents to submit their pricing structure.
3. Mandatory qualifications: What mandatory qualifications must the supplier have? Examples of mandatory qualifications include:
* Number of higher-education clients
* Industry-specific certifications/licenses
* Compatibility with existing UT equipment, software, etc.
1. References: Do you want to require the bidders to supply references? If so, how many references do you want to require (3 is the recommended minimum)?
2. Demonstration/Presentation: Will you require a demonstration, presentation, walk-through, or on-site visit by the suppliers who are participating in the RFQ? If not required, will there be an optional demonstration, presentation, walk-though, or on-site visit?
3. Recommended Suppliers: Please provide a list of recommended suppliers along with addresses, websites, and other contact information (including email addresses).
4. Evaluation Committee: Please provide a list of all people who will be evaluating the bid responses. Please note that evaluators must be employees of the University.
5. Requisition: Please submit a requisition in ESM and attach all the information required in this questionnaire to the requisition. This must be in an editable Microsoft Word format. For a one-time PO use the order type “standard order” and for a framework order use order type “framework.”
6. Please Note: The Procurement Office must receive copies of your Solicitation Evaluation Attestation Form (SEAF) before the bid can be posted.
7. Attachments: Please attach the completed RFQ Questionnaire and any additional, relevant documents to the requisition in ESM.