



CHILD & FAMILY CENTER REQUEST FOR QUOTE

A Request for Quotes (RFQ) is a competitive bid document used to invite suppliers or contractors to submit a price bid for products or services where the requirements are standardized, have definitive specifications, or are produced in repetitive quantities.

REQUIREMENTS FOR REQUEST FOR QUOTES

Method of Evaluation and Review Process: A minimum of three (3) competitive RFQs will be solicited. A cost analysis and comparative evaluation of the RFQs will be completed using submission requirements defined below for all RFQs, as applicable.

Submission Requirements – Bidder shall provide in a separate document, the following information:

- Indicate if the bidder is a minority or women-owned business enterprise.
- The bidder’s understanding of the stated needs.
- Reasonableness and feasibility of the bidder’s approach.
- Bidder’s organizational structure, financial solvency, resources, and experience.
- Qualifications of the bidder’s personnel committed to the contract.
- Total proposed cost.
- Timeframe for completion.
- The warranty, product life expectancy, and/or the ability of the bidder to provide future maintenance and service of the item being procured.
- Quality of goods or services.
- Other important information (such as terms of delivery of goods/services).

Decision Timeline: A final decision regarding bidder selection will be made within thirty (30) days of receipt of the end of the bidder solicitation process.

DESCRIPTION OF AGENCY NEEDS

Definition of the products or services required with detailed specifications/technical requirements:

Delivery Requirements: _____

Contract Terms: _____

Quantity (if applicable): _____

Payment Terms: _____

Acceptable Price Range (if known): _____

Project Completion Date: _____

Bidder Solicitation Due Date: _____

Submit RFQ to procurement@childfamilycenter.org