

UNIFORM REQUEST FOR QUOTES

NASPO VALUEPOINT PROCUREMENT OF ACQUISITION SUPPORT SERVICES (PASS)

SECTION 1 - AGENCY TO COMPLETE:

DATE: _____

AUTHORIZED CONTRACTORS INVITED TO SUBMIT QUOTES:

Pursuant to HRS 103D Pursuant to HRS 103F Task Order No.

GOVERNMENT AGENCY CONTACT INFORMATION:

Department: _____ Division/Agency: _____

Contact Person: _____ Phone: _____ Fax: _____

Email: _____

Address: _____

QUOTE DUE DATE: _____

SCOPE OF SERVICES:

Additional Pages Attached

Submit Quote via: Email Fax US Postal

SECTION 2 – CONTRACTOR TO COMPLETE:

CONTACT INFORMATION:

Company Name: _____

Company Representative: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Address: _____

BREAKDOWN OF PRICE:

+Hours	\$ _____	Total price of all required labor categories. See page 2, #5.
+Other fees	\$ _____	Copying/printing fees, training, etc.
+Travel	\$ _____	Estimated and not part of the Total below. See page 2, #
+GET	\$ _____	Not to exceed 4.712% for Oahu and Kauai; 4.438% for Hawaii and 4.166% for, Maui, Lanai and Molokai.
= TOTAL	\$ _____	Total Price shall be a firm fixed fee.

ADDITIONAL INFORMATION:

Additional Pages Attached

Quote shall remain firm for _____ days

All quotes shall be signed and dated by an authorized individual of the company.

Signature: _____ Date: _____

Printed Name: _____ Printed Title: _____

SECTION 3 – STATE ACCEPTANCE, if any:

By signing below, the Department/Division/Agency stated in Section 1 above has selected the Contractor stated in Section 2 above to provide services under SPO VL Contract No. 19-19.

Signature: _____ Date: _____

Printed Name _____ Printed Title: _____

SPO VL CONTRACT NO. 19-19
UNIFORM REQUEST FOR QUOTES – additional information

**NASPO VALUEPOINT PROCUREMENT OF ACQUISITION SUPPORT SERVICES
(PASS)**

Agency to complete

TASK ORDER NUMBER (Agency generated number)

1. PASS Scope Category/Sub-Category:
(Agency to select category or categories from PASS scope of work.)

2. Description of Project Needs/Statement of Work:
(Agency to describe project needs and whether services shall be performed on-site or off-site.)

Travel

The Contractor may be required to travel in performance of orders issued under this contract.

Contractor shall be reimbursed actual cost of all travel conducted while providing the services in accordance with statements of work and respective Purchasing Entities' regulations. Allowable travel and State per diem charges will be agreed upon at the time work is requested. Thus, all travel shall be pre-approved.

The Contractor shall perform all travel necessary to accomplish the tasks contained in a task order. At a minimum, the Contractor shall be prepared to travel in conjunction with studies, contractor site visits, and to provide support at Purchasing Entity meetings. All travel requirements shall be approved in advance by the Purchasing Entity. The Contractor shall be responsible for making all travel arrangements.

Costs for transportation may be based upon mileage rates, actual costs incurred, or a combination thereof, provided the method used results in a reasonable charge. Travel costs shall be considered reasonable and allowable only to the extent that they do not exceed, on a daily basis, the maximum State per diem rates in effect at the time of the travel.

If the additional expenses are not justified and approved by the Participating Agency, Contractor will be responsible for paying the difference.

3. Deliverable(s):

Contractor to complete.

4. Proposed Tasks – Services:

5. Statement of Work – Deliverable(s):

6. Proposed labor categories. Breakdown of hours per labor category.

7. Names of team member and his/her labor category listed in #5. *(Agencies may request resumes or any additional information to find out more about the expert level and experience that make up the team.)*

8. Schedule of Performance Payment Milestones.

9. Project Schedule

10. Other charges.