**Commonwealth of Massachusetts**

**Municipal Agency RFQ**

[PURCHASING ENTITY]

**Commonwealth of Massachusetts**   
**[PURCHASING ENTITY]**

**Request for Quotation**    
**RFQ [XX – XXX]**

**COMMBUYS [Delete “COMMBUYS” if not using COMMBUYS] Bid Number: xxxxxxx**

**[*MONTH*] [*DAY*], 20XX**

**[This RFQ may be used to solicit quotes for all ITS74 Project Services, ITS74 GIS, ITS78 Security, and their successor contracts.]**

**[If the contracts above have expired, visit the** [**Contract User Guide listing**](https://www.mass.gov/info-details/find-a-statewide-contract-user-guide) **to locate the successor contract, under** [**ITS contracts**](https://www.mass.gov/info-details/information-technology-software-services)**.]**

**(1) Municipal Agencies are eligible entities that may use Statewide Contracts, and (2) Per the Inspector General of the Commonwealth use of a Statewide Contract satisfies the requirements they would otherwise have to use a competitive procurement process under Chapter 30B (3)** **Municipal Agency General Counsel should review and approve for agency specific requirements**

IN ACCORDANCE WITH M.G.L. C. 66 AND M.G.L. C. 4, § 7 (26),THIS RFQ AND ALL RESPONSES HERETO INCLUDING THE WINNING BID SHALL BECOME PUBLIC RECORD, AND CAN BE OBTAINED FROM THE [PURCHASING ENTITY] BY SUBMITTING A REQUEST AT [LINK]. ANY PORTIONS OF A RESPONSE THAT ARE LABELED AS CONFIDENTIAL WILL STILL BE CONSIDERED PUBLIC RECORD.

**Color coding explanation for purchasers:**

This template uses color highlighting to identify the following:

* Items to be completed by Purchasing Entities – shown in blue. Highlighting should be removed before RFQ publication.
* Instructions – shown in yellow should be deleted before RFQ publication.

**Please delete this instructions page and remove highlighting after document completion and before publication.**

**Note on document accessibility:** This document uses highlighting, which may present accessibility challenges for some readers. If you are developing an RFQ and require an accessible version of this document for editing, please email your request to [osdlegal@state.ma.us](mailto:osdlegal@state.ma.us).

**I.**  **General Procurement Information**

1. **General Information**

Purchasing Entity: Enter Purchasing Entiry

Address: Enter Purchasing Entity Address

Procurement Contact: Enter Name and Title

Telephone: XXX-XXX-XXXX

E-Mail Address: Enter that mass.gov email address

RFQ File Number and Title: **RFQ [xx-XXX]**

Attachments: Attachment A – COMMBUYS Instructions

[Include the above if applicable or delete if not]

  Appendixes: Form 1 – RFQ Response Form

Form 2 – Template Statement of Work

[Any [Additional Purchasing Entity Forms](#_Additional_Requirements) or Documents]

This Request for Quotes (“RFQ”) does not commit the Commonwealth of Massachusetts (“Commonwealth”) or the Purchasing Entity to approve a Statement of Work, pay any costs incurred in the preparation of a Bidder’s response to this RFQ or to procure or contract for products or services. The Purchasing Entity may (i) accept or reject any and all proposals received as a result of this RFQ; (ii) contract for some, all or none of the products and services offered by Bidders in response to this RFQ; (iii) negotiate with one or more of the qualitied Bidders; or (iv) cancel, in part or in its entirety, this RFQ if it is in the best interest of the Commonwealth/Purchasing Entity to do so.

The Purchasing Entity may amend this RFQ at any time prior to the date the responses are due.  The RFQ will not be amended after the deadline for RFQ amendments shown in the event calendar, if any. [Delete the following sentence if your Agency does not use COMMBUYS.] Any such amendments will be posted to the Commonwealth’s procurement website, COMMBUYS ([www.commbuys.com](file:///C:\Users\jennifer.lyons\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\CA03TR4P\www.commbuys.com)).

[Delete this paragraph if your Agency does not use COMMBUYS] Bidders must submit their bids through the Commonwealth’s online procurement system, COMMBUYS, as detailed in Attachment A. Bidders are advised to check this site regularly, as this will be the sole method used for notification of changes.

[If your Agency does not use COMMBUYS, include bid submission instructions here, such as “Bids must be submitted via email to [x@x.x](mailto:x@x.x).] Bid submission and instructions for submitting written questions if your Agency does not use COMMBUYS.

**B. Eligible Bidders**

Only contractors awarded under the following statewide contract may bid on this RFQ: SWC#Title

**C. Event Calendar**

All times in this RFQ are prevailing Eastern Time. Responses must be received no later than the response due date and time indicated below or they will not be evaluated. Bidders must have their responses fully loaded and accepted in COMMBUYS1 prior to the RFQ Response Due date and time listed below. Bidders are urged to allow sufficient time to upload their entire response.

|  |  |  |
| --- | --- | --- |
| **Procurement Step** | **Due Date** | **Time** |
| RFQ Posted | Date |  |
| Bidder Questions Due | Date | Time |
| Answers to Bidder questions Available (estimated) | Date |  |
| Deadline for RFQ amendments | Date |  |
| RFQ Response Due | Date | Time |
| Bidder Demonstrations Scheduled (estimated date) | Date |  |
| Bidder Demonstrations (estimated date) | Date |  |
| Notice of Apparent Successful Bidder(s) (estimated date) | Date |  |

1. **Purchasing Entity**

  [Provide a brief description of Purchasing Entity]

1. **Description and Purpose of Procurement**

## High Level Description and Background

[Include high level description of requested services, background and reasons for purchase, etc.]

## Description of Services

### Detailed Description

[Include description of the project and objectives]

### Detailed Specifications [include detailed project specifications]

### Bidder Qualifications

[Omit if no additional qualifications other than bidder qualifications listed in the applicable RFR are required. For example, if the bidder must have completed three recent projects similar to what is being requested in this RFQ]

**III.**  **Estimated Term**

The estimated term of any contract entered into under this RFQ shall consist of an initial X-month term and may be renewed or extended upon written agreement by the awarded Bidder and the Purchasing Entity, but no such continuations may extend past [mm/dd/yy]. The initial term and all renewals or extensions shall be referred to collectively as the “Term.” The maximum Term length will be governed by the applicable Statewide Contract.

For vendors bidding under Statewide Contract ITS X, the Term shall be for X months with a maximum end date of mm/dd/yy

For vendors bidding on Statewide Contract ITS XY, the Term shall be for X months with a maximum end date of \_mm/dd/yy

[Please note that the maximum allowable end date of the Statewide Contract (SWC) may differ depending on the maximum allowable end date of the Statewide Contract under which vendors are bidding.  Please review the gray box at the top of the Contract User Guide for the contract dates.  Be aware that OSD may not exercise all possible renewals, either for the SWC as a whole or for specific vendors.  Also go to “Performance and Payment Time Frames Which Exceed Contract duration.”  Projects that are started during a contract term may continue past the end date of that term for the number of months/years listed in that section (the “Extend Beyond” period.

The end date of the current SWC term, plus the “Extend Beyond” period, is the longest timeframe you may use the selected vendor’s services under the SWC. If there is a likelihood that you will not be able to continue with your selected vendor for the amount of time needed to complete your project, consider dividing the project into phases that allow for transition to a new vendor as well as terms governing a transition, and build transition time (including time for selecting a new vendor via RFQ) into your project timeline, as well as cost.]

If you are looking to solicit a contract period longer than the expiration of the SWC you are purchasing under please include the following language “In the event that the awarded vendor is also awarded on the successor contract then the SOW will be amended to transfer the Purchasing Entity’s contract to the successor Statewide Contract, with any other adjustments as mutually agreed to address any changes in the Successor Statewide Contract’s terms.”

**IV.**  **Order of Precedence**

The agreement resulting from this RFQ shall consist of the following documents in the following order of precedence:

1. the Commonwealth Terms and Conditions or the Commonwealth Terms and Conditions for Information Technology Contracts, as applicable;

2. the Commonwealth Standard Contract Form;

3. the RFR for applicable Statewide Contract; (Statewide Contract Number and Name)

4. the Bidder’s response thereto;

5. this Request for Quotes (RFQ) [RFQ NUMBER and RFQ NAME] (including all amendments,  Purchasing Entity answers to related Bidder questions and clarifications hereto);

6. any agreement negotiated between and executed by Purchasing Entity and Bidder; and

7. the Bidder’s response to this RFQ (including all amendments, clarifications, and best and final offers).

**V.**  **Data Classification**

The Commonwealth of Massachusetts collects, manages, and stores information to support its business operations. The Commonwealth is committed to preserving the confidentiality, integrity, and availability of its information assets. Such information assets may include, without limitation, personal information, confidential information, and information protected under applicable law. Bidder agrees and acknowledges that its access, or potential access, to certain information assets may require certifications, background checks, or other additional requirements. Purchasing Entity anticipates that the awarded Bidder will have access, or potential access, to the following checked data types as a result of providing services/products to Purchasing Entity under this RFQ.

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Type (check all that apply)** | | **Applicable Laws and Regulations** | **Additional Requirements** |
| ☐ | Personally Identifiable Information | M.G.L. c. 93H  M. G. L. c. 66A  M. G. L. c. 93I |  |
| ☐ | Payment Card Information | PCI Standards |  |
| ☐ | Family Educational Rights and Privacy Act data | Family Educational Rights and Privacy Act |  |
| ☐ | Protected Health Information | Health Insurance Portability and Accountability Act of 1996 | -Commonwealth of Massachusetts Executive Office of Health and Human Services Data Management and Confidentiality Agreement |
| ☐ | Federal Tax Return Information | Publication 1075 | -Publication 1075 Exhibit 7  -Commonwealth of Massachusetts Dept. of Revenue background check |
| ☐ | Criminal Offender Record Information | FBI Security Addendum  NCIC 2000 Operating Manual  CJIS Security Policy  Title 28, CFR Part 20 | -Dept. of Criminal Justice Information certification  -background check |
| ☐ | Criminal Justice Information | FBI Security Addendum  NCIC 2000 Operating Manual  CJIS Security Policy  Title 28, CFR Part 20 | -Dept. of Criminal Justice Information certification  -background check |
| ☐ | Social Security Administration Data | Privacy Act  5 U.S.C. 552a s. 1106 |  |
| ☐ | Other |  |  |

Bidder certifies that its products or services, as offered in its RFQ response, meet all applicable legal and regulatory requirements pertaining to the identified data types indicated above. Bidder also agrees to enter into additional agreement(s), as reasonably requested by the Commonwealth prior to gaining access, or potential access, to Commonwealth information assets. Bidder acknowledges that the list above is not exhaustive, and Purchasing Entity may designate additional data types, applicable laws and regulations, and additional required documentation in the contract resulting from this RFQ or any amendment thereto.

**VI.**  **Additional Requirements**

**A. Enterprise Information Security Standards and Policies**

All products and services provided to the Commonwealth must comply with all applicable policies adopted by the Purchasing Entity, which shall be made available to Bidder prior to contract execution. At a minimum, all goods and services provided to the Commonwealth must comply with the Enterprise Information Security Standards and Policies (<https://www.mass.gov/handbook/enterprise-information-security-policies-and-standards>)2. Bidders shall provide information that demonstrates that their security practices meet the requirements detailed in these policies.

**B. Accessibility for IT Solutions Contract Language**

The Commonwealth is obligated to ensure non-discrimination and equal access to state services on the part of persons with a disability and reasonable accommodations to state employees with a disability. To effectively meet its responsibilities, the Commonwealth must achieve accessibility in the acquisition, deployment, and utilization of information technology. The Commonwealth defines accessibility to include compliance with its Enterprise Accessibility Standards and Web Accessibility Standards. Bidders must comply with the accessibility obligations detailed at <https://www.mass.gov/info-details/accessibility-contract-language-for-it-solutions>.

**C. Contract Negotiation and Amendments**

The Purchasing Entity may negotiate changes to the original performance measures, quantities, Term length, and requirements identified in this RFQ at any time, provided that such changes are consistent with the scope of this RFQ. The Purchasing Entity may negotiate and execute contract amendments with the awarded Bidder(s) which the Purchasing Entity reasonably determines are within the scope of this RFQ and necessary to result in best value to the Commonwealth.

**D. Promotional Materials**

Bidder must not reference the Purchasing Entity or the Commonwealth in any promotional or marketing materials, including but not limited to use of the Purchasing Entity’s or the Commonwealth’s name or logo, without first obtaining the Purchasing Entity’s prior written approval for such use. Bidder must not use the Commonwealth’s seal in any promotional or marketing materials.

Bidders are discouraged from including extraneous promotional or marketing materials in their responses and excessive promotional or marketing materials may detract from the Bidders’ overall score.

**E. Pending Litigation**

Bidder must affirm that there is no pending litigation involving the Bidder, Provider, or the services provided in the response, that may impair or interfere with the Purchasing Entity’s right to use the services. Bidder must warrant that there are no actual or threatened actions arising from, or alleged under, any intellectual property rights of any third party.

**F. Oral Presentations and Demonstrations**

In its discretion, the Purchasing Entity may invite one or more Bidders whose responses have been judged competitive and responsive in the course of the evaluation to participate in a facilitated oral presentation, including a demonstration of the proposed services. The Purchasing Entity may use these demonstrations and oral presentations to clarify aspects of the Bidder’s response or to inquire as to the Bidder’s approach, recommendations, and experience. The Purchasing Entity may adjust its scoring of a prospective Bidder based on the Bidder’s performance during production demonstration and/or oral presentation.

The Purchasing Entity reserves the right to apply restrictions to the structure and content of Bidder’s product demonstrations and oral presentations. Demonstrations and oral presentations shall not be open to the public nor to any competitors. The schedule of the demonstrations and oral presentations will be arranged directly with the Bidders selected by the Purchasing Entity.  Failure of a Bidder to agree to a date and time may result in rejection of the Bidder’s response.

**G. Review Rights**

Responses to this RFQ may be reviewed and evaluated by any person(s) at the discretion of the Purchasing Entity including non-allied and independent consultants retained by the Purchasing Entity for the sole purpose of evaluating and analyzing responses.

**H. Permitted Copies**

If applicable, Bidders must authorize the Purchasing Entity to make, keep and retain a reasonable number of machine-readable copies of all licensed, core software components included in the deliverables for testing, backup or archival purposes (the “Permitted Copies”). Such authorization shall be provided to the Purchasing Entity at no additional cost.

**I. Risk Management**

Bidder must indicate the types of system audits or assessments (e.g. SOC 2) it conducts or engages third parties to conduct on its behalf, pertaining to the quoted products or services, and the frequency of such audits or assessments. Any time after submitting its Bid, upon Purchasing Entity's request, Bidder shall provide audit or assessment reports to the Purchasing Entity.

**J. Warranties**

The Bidder must agree to provide the following warranties. Additional warranties may be agreed to in the contract resulting from this RFQ.

1. Bidder must provide all warranties required by the applicable Statewide Contract.
2. Bidder and its subcontractors will be sufficiently staffed and equipped to fulfill Bidder’s obligations under any SOW or engagement resulting from this RFQ. Bidder warrants that it shall be responsible for the actions and omissions of all subcontractors and shall ensure that all subcontractors comply with the terms of an agreement resulting from this RFQ.
3. Bidder’s services will be performed: (i) by appropriately qualified and trained personnel; (ii) with due care and diligence and to a high standard of quality as is customary in the industry; (iii) in compliance with the Milestone Schedule and the terms and conditions of this RFQ and any contract hereunder: and (iv) in accordance with all applicable professional standards for the service.
4. The Deliverables will substantially conform with the Deliverable descriptions set forth in any SOW or engagement resulting from this RFQ
5. All media on which the Bidder provides any software shall be free from defects.
6. All software delivered by the Bidder under the applicable Statewide Contract or this RFQ shall be free of Trojan horses, back doors, and other malicious code.
7. Bidder will obtain all rights, grants, assignments, conveyances, licenses, permissions and authorizations necessary or incidental to any materials owned by third parties supplied or specified by the Bidder for incorporation in the Deliverables to be developed under the applicable Statewide Contract.
8. Documentation to be provided by the Bidder shall be in sufficient detail so as to allow suitably skilled, trained, and educated Purchasing Entity personnel to understand the operation of the Deliverables. Bidder agrees to promptly make corrections to any documentation that does not conform to this warranty at no additional cost to the Purchasing Entity.
9. Bidder warrants that any systems that Bidder creates or modifies will operate in conformance with the Specifications for the system or modifications for the number of months after acceptance specified in the Bidders statewide contract (“Warranty Period”). This Warranty Period is applicable only to Category Software and Systems Development and Category Systems Integration for ITS74. As used in this RFQ, “Specifications” means (i) the requirements set forth in this RFQ, (ii) the functional, performance, and interoperability requirements set forth in any agreement entered hereunder; and (iii) the functionality and description provided in Bidder’s response to this RFQ.  If Purchasing Entity discovers a non-conformity in the Solution during the Warranty Period, then the Bidder shall use commercially reasonable efforts to, at its option, (1) correct the non-conformity, (2) provide a work around or patch that is acceptable to the Purchasing Entity (a “Fix”), or (3) replace the Solution. If Bidder is unable to remedy a non-conformity within a reasonable period of time, Purchasing Entity may terminate any agreement related to the Solution effective immediately upon written notice to Bidder. Any replacement or error correction will not extend the original Warranty Period. During the Warranty Period, Bidder will not charge the Purchasing Entity for services, parts, labor, or transportation.

**K. Environmental and Climate Preferable Products**

If the service includes recommendations involving IT hardware, the vendor agrees that all recommended products are in compliance with the requirements of the appropriate OSD hardware contracts. Visit the [OSD Environmental Purchasing Program (EPP) IT webpage](https://www.mass.gov/guides/epp-program-environmentally-preferable-products-and-services-on-statewide-contracts#-information-technology-(it)-to) for additional information.

[The remaining paragraphs in this section may be deleted if the services will not include making recommendations for IT Hardware to be purchased. None of the Statewide Contracts covered under this template allow the vendor to provide any type of hardware.]

[In 2009, Executive Order 515, establishing an Environmental Purchasing Policy for Executive Departments, was signed. View the Environmentally Preferable Products (EPPs) Procurement Program General Information, Requirements and Guidance for detailed information about the program.

Please visit <https://www.mass.gov/guides/epp-program-environmentally-preferable-products-and-services-on-statewide-contracts#-information-technology-(it)-to> learn how Buyers may incorporate any of the requirements, whether its EPEAT or TCO registered devices, requirements on cloud service centers, etc. If the services will involve recommendations involving hardware, the vendor agrees that all recommended products are in compliance with the requirements of the appropriate OSD hardware contracts, <https://www.mass.gov/info-details/information-technology-hardware>.

Bidders should also be aware that in 2021, Senate Bill 9 - An Act Creating a Next Generation Roadmap for Massachusetts Climate Policy was signed to achieve Net Zero emissions in 2050 and furthers the Commonwealth’s efforts to combat climate change and protect vulnerable communities. The full Act may be viewed at <https://malegislature.gov/Bills/192/S9>.  In 2021, Executive Order 594, [Leading By Example: Decarbonizing and Minimizing Environmental Impacts of State Government](https://www.mass.gov/executive-orders/no-594-leading-by-example-decarbonizing-and-minimizing-environmental-impacts-of-state-government), was signed. EO594 requires all eligible state agencies to assess and implement strategies to mitigate greenhouse gas emissions and other environmental impacts when planning for and executing projects related to the design, construction, operations, and maintenance of state facilities, and the procurement of goods and services, including vehicles..

**VIII.**  **Bidder Responses**

Bidders must complete the attached RFQ Response Form (Form 1). Bidders selected for award must agree to document all services using a Statement of Work Template memorializing all agreements between the awarded bidder and the Purchasing Entity (Form 2).

The responses to this RFQ will be evaluated based on the criteria listed below, in descending order of importance with the most important criteria listed first. The Strategic Sourcing Team (SST) may remove from further consideration non-responsive bids and bids that do not include all required items listed in this section. Prior to such an exclusion, the Purchasing Entity may request one or more clarification(s) from Bidders. A Bidder’s response may be excluded for failure to meet the Purchasing Entity’s budgetary thresholds.

**Evaluation Criteria** [Purchasing Entities may add or delete criteria. It is not necessary to identify the weightings assigned to each criterion, but bidders may find it helpful to know the relative importance of each to the Purchasing Entity.]

Criteria are listed in order of importance: [Delete this sentence if providing % weights or if not true]

1. Bidder Qualifications
2. Fit to Requirements of the RFQ
3. Quality of product functionality
4. Time for delivery
5. Price as provided in the Cost Table

**ATTACHMENT A – COMMBUYS Instructions**

**[Delete ATTACHMENT A if not using COMMBUYS]**

Interested Bidders must submit their response using COMMBUYS.

Useful links:

* Job aid on how to submit a quote: <https://www.mass.gov/doc/how-to-create-a-quote-in-commbuys/download>
* Webcast:  [How to Locate and Respond to a Bid in COMMBUYS](https://www.youtube.com/redirect?event=video_description&redir_token=QUFFLUhqbllPamhzMXJSRFNzTDhaZXFnUDRCMjlEanBLZ3xBQ3Jtc0trcFRwTnFMRkl0WnJ1dE1KYnZybG5mY1Z2ZEJxVW50NGNBU1h0cUFTeWZCMkJIUGtfY0I5NUpaTlhFbEVCb01Ya3RJMENPR2lSOEpZc3NoejBzQk1VblBHNS1tZjBBcEpadTZjRTBwUEU3Nml4WFgyZw&q=https%3A%2F%2Fwww.screencast.com%2Ft%2FGMJLKkilF12&v=IG7XDNk4-U0), which will familiarize bidders with COMMBUYS terminology, basic navigation, and provide guidance for locating bid opportunities in COMMBUYS and submitting an online quote.
* Bidders **MUST** have their complete bid fully loaded and submitted prior to the time and date listed in the calendar. COMMBUYS will not allow bids to be submitted after the posted time.

Bidder may contact the COMMBUYS Help Desk at [CommBuys@state.ma.us](mailto:COMMBUYS@state.ma.us?Subject=COMMBUYS%20Question) or call during normal business hours (8AM – 5PM, Monday – Friday) at 1-888-627-8283 or 617-720-3197.

**Written questions via the Bid Q&A on COMMBUYS**

The “Bid Q&A” provides the opportunity for Bidders to ask written questions and receive written answers from the Strategic Sourcing Team (SST) regarding this Bid.  All Bidders’ questions must be submitted through the Bid Q&A found on COMMBUYS (see below for instructions).  Questions may be asked only prior to the Deadline for Submission of Questions stated in the Procurement Calendar. The issuing department reserves the right not to respond to questions submitted after this date.  It is the Bidder’s responsibility to verify receipt of questions.

Please note that any questions submitted to the SST using any other medium (including those that are sent by mail, fax, email or voicemail, etc.) will not be answered.  To reduce the number of redundant or duplicate questions, Bidders are asked to review all questions previously submitted to determine whether the Bidder’s question has already been posted.

Bidders are responsible for entering content suitable for public viewing, since all of the questions are accessible to the public.  Bidders must not include any information that could be considered personal, security sensitive, inflammatory, incorrect, collusory, or otherwise objectionable, including information about the Bidder’s company or other companies.  The PMT reserves the right to edit or delete any submitted questions that raise any of these issues or that are not in the best interest of the Commonwealth or this Bid.

**All answers are final when posted.  Any subsequent revisions to previously provided answers will be dated.**

It is the responsibility of the prospective Bidder and awarded Bidder to maintain an active registration in COMMBUYS and to keep current the email address of the Bidder’s contact person and prospective contract manager, if awarded a contract, and to monitor that email inbox for communications from the Purchasing Department, including requests for clarification. The Purchasing Department and the Commonwealth assume no responsibility if a prospective Bidder’s/awarded Bidder’s designated email address is not current, or if technical problems, including those with the prospective Bidder’s/awarded Bidder’s computer, network or internet service provider (ISP) cause email communications sent to/from the prospective Bidder/Awarded Bidder and the Purchasing Department to be lost or rejected by any means including email or spam filtering.

**Locating Bid Q&A**

Log into COMMBUYS, locate the Bid, acknowledge receipt of the Bid, and scroll down to the bottom of the Bid Header page.  The “Bid Q&A” button allows Bidders access to the Bid Q&A page.

**FORM 1 – RFQ RESPONSE FORM**

Bidders should avoid including additional components in their responses which are not expressly requested in the RFQ. [Delete the rest of this paragraph if you do not wish to consider multiple proposals from the same Bidder]. If multiple options are available and responsive to the RFQ, Bidders must clearly identify the differences in cost and functionality of each option. Complete a separate Response Form for each alternative and modify the above title to include an identifying number (i.e., [FORM 1](#_FORM_1_–_1) – RFQ RESPONSE FORM *– OPTION 1*). Each presented option will be evaluated independently.

**I. Contact Information**

Company or Organization Name (“Bidder”): Click or tap here to enter text.

Bidder Address: Click or tap here to enter text.

Bidder Contact(s): Click or tap here to enter text.

Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone:Click or tap here to enter text.

Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone: Click or tap here to enter text.

By submitting this RFQ Response, the Bidder hereby agrees and acknowledges that any agreement resulting from the RFQ will be subject to the documents incorporated therein, as provided in Section IV (Order of Precedence) of the RFQ. Subject to Section II(F) in this RFQ Response Form, the Bidder agrees to all terms of the RFQ including all documents incorporated into the agreement.

**II. References** [Delete this section if not requiring references]

Bidder must describe [number] projects illustrating examples in which Bidder has provided similar services to organizations of comparable size to the Purchasing Entity within the last [number of years], if applicable. Bidder must provide the name and contact information for an individual employed by the customer. Bidders are encouraged to provide references from government organizations within the Commonwealth. Bidder agrees that the Purchasing Entity or its agents may contact any individual(s) named as references hereunder.

[You may add questions below regarding the project (e.g., start and end dates, total cost, specific outcomes, etc).]

**Reference #1**

**Business Name:** Click or tap here to enter text.

**Business Contact Name:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Phone Number:** Click or tap here to enter text.

**E-mail Address:** Click or tap here to enter text.

**Description and date(s) of commodities and services provided:** Click or tap here to enter text.

**Reference #2**

**Business Name:** Click or tap here to enter text.

**Business Contact Name:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Phone Number:** Click or tap here to enter text.

**E-mail Address:** Click or tap here to enter text.

**Description and date(s) of commodities and services provided:** Click or tap here to enter text.

**Reference #3**

**Business Name:** Click or tap here to enter text.

**Business Contact Name:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Phone Number:** Click or tap here to enter text.

**E-mail Address:** Click or tap here to enter text.

**Description and date(s) of commodities and services provided:** Click or tap here to enter text.

**III. Data Classification**

Bidder must describe its information security practices and policies with respect to the Data Types identified in Section V (Data Classification) of the RFQ. Additional documentation may be attached to this Response form.

Click or tap here to enter text.

**IV. Business and Technical Response**

1. Description of the specific products/service (Deliverables, Tasks) offered:
   1. Click or tap here to enter text.
2. Description of warranty, maintenance, and support applicable to the products and services listed. Note that warranty, maintenance, and support must be consistent with requirements set forth in the applicable Statewide Contract.
   1. Click or tap here to enter text.
3. Provide an estimate timeframe for commencement, milestones, due dates, and completion of services once a Purchase Order is issued. (Please attach as excel sheet- if applicable)
4. Click or tap here to enter text.

If Bidder is providing services, provide a list of resource assumptions, if any, on which it is basing its bid.

1. Click or tap here to enter text.
2. Attach an unlocked, editable copy of any relevant license agreement, subscription agreement, warranty or maintenance agreement, technical support description and any other forms or agreements related to the procurement of the Bidder’s proposed solution, in MS Word format.

**V. Cost Response**

1. Provide a description of pricing, inclusive of all costs and expenses. Bidder must provide either a total fixed price cost for all Deliverables and Tasks, or a not-to-exceed cost for all Time and Materials Services.
2. Include a redline (track changes) version of the Statement of Work (Form 2). Insert pricing, assumptions, and descriptions of Tasks, Deliverables, and milestone due dates, as applicable. Proposed professional services rates must include all costs and expenses, including without limitation delivery services, travel and all other costs and expenses. Bidder must provide either a total fixed price cost for all deliverables and tasks, or a total not-to-exceed cost for all time and materials services. Bidder must provide hourly rates if bidding either Firm Fixed Price or Time and Materials work, to be used if additional work is required during the SOW Term. Bidder agrees that all professional services will be documented in substantially the same form as Form 2.

|  |  |
| --- | --- |
| **Title** | **Hourly Rate** |
|  |  |
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1. Attach a valid quote that can be used to issue a purchase order. The quote must include address and contact information for the person to whom the quote can be sent. All quotes must be valid for a minimum of ninety (90) days after the date of submission.
2. It is recommended that Bidder shall enter all questions related to costs or other aspects of this bid via COMMBUYS Q&A prior to submitting a Response. [If you are providing a method for the vendors to submit questions, please describe here or reference the Section where it is provided].

**FORM 2 – STATEMENT OF WORK TEMPLATES**

Find the Statement of Work (SOW) Templates in the COMMBUYS Master Blanket Purchase Order (MBPO) for each of the following contracts. Once you click on the link, you will be brought to the MBPO, and search under “Agency Attachments” for the SOW.

[ITS74 IT Project Services](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-20-1080-OSD03-SRC01-16621&releaseNbr=0&external=true&parentUrl=close)

[ITS74 GIS](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-19-1080-OSD03-SRC01-16704&releaseNbr=0&external=true&parentUrl=close)

[ITS78 Data and Cybersecurity](https://www.commbuys.com/bso/external/purchaseorder/poSummary.sdo?docId=PO-21-1080-OSD03-SRC01-22392&releaseNbr=0&external=true&parentUrl=close)