

Request for Bids Template

Project Title: _____

Requesting party: _____

Department: _____

On this template, enter/modify areas that are greyed and save as your own Bid form
Please attach a copy of your design specs, drawings, blueprints, etc.

GOAL(s): Enter a short paragraph stating the overall what, when, why, etc. of this procurement

Our goal in this request for bids is to

SPECIFICATIONS / QUALIFICATIONS / STATEMENT OF WORK

1. SUPPLIES AND/OR SERVICES REQUIRED

List the detail line by line requirements of your requirements. Be as specific as you can to receive a good response. This section might include any performance expectations as well.

1.1. Service or Item 1

1.2. Service or Item 2

1.3. Service or Item 3

1.4. Add/Remove lines as needed

2. MILESTONES AND DELIVERABLES

Milestones or delivery dates for item(s) from above.

2.1. Milestone 1

2.2. Milestone 2

2.3. Milestone 3

2.4. Add/remove lines as needed

3. VENDOR AND STAFF REQUIREMENTS

Any specific qualifications, certifications, experiences required?

3.1. Qualification 1

3.2. Qualification 2

3.3. Qualification 3

3.4. Add/Remove lines as needed

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If you need something different, this would be a place to detail it. Previous work examples, sample deliverables, spec sheets, maintenance lists, etc. might be noted.

9.1. Enter your Response requirements here (if different than line by line as stated in section

1)

EVALUATION

We need to detail how the bids coming in will be evaluated and scored. List the elements of responsiveness that you will evaluate, their maximum weights in point format and minimum point requirements. You may enter here or attach a spreadsheet with items and weights.

Responsiveness Elements

Responsiveness Elements	Maximum Responsiveness Weight
Administrative Compliance - We will determine whether your Offer complied with the Instructions for submitting Bids. Except for late submissions, we may require that a Vendor correct deficiencies as a condition of further evaluation.	1
Responsibility - We will determine whether you are a Responsible Vendor; a Vendor with whom we can or should do business.	10
<i>Evaluation Criteria 1</i>	<i>x</i>
<i>Evaluation Criteria 2</i>	<i>y</i>
<i>Evaluation Criteria 3</i>	<i>z</i>
<i>Add /Remove Evaluation Criteria as needed</i>	
<i>Total Possible Responsiveness Points</i>	<i>nnn</i>

Note: Pricing and its' weight is automatically added to the Final evaluation

10. PRICE

METHOD AND RATE OF COMPENSATION:

You are asking the vendors to breakdown their estimates of costs. Based on what you are asking for, labor, overhead, materials, travel, duplication etc. may all be involved.

Identify the method of charging (hourly, daily, project, item, or other method) and provide the rate or price for each type of supply or service. Pricing shall be in accordance with the unit of measure specified and only one unit price shall be quoted per item unless specifically provided below. All extensions and totals requested shall be shown. Prices quoted must be net after deducting all trade or quantity discounts and any other available allowances.

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10.1. *Price Spec 1*

10.2. *Price Spec 2*

10.3. *Add/Remove lines as needed*

11. PAYMENT TERMS AND CONDITIONS

How will the work be split for invoices and payments?

The default is "Payment will be made after completion of the Contract unless otherwise specified below." For large and long interval projects, a phased invoicing strategy may be more appropriate: Sample:

We expect to receive three invoices as follows:

#1 Dollars for hours worked from start to approved design spec

#2 Dollars for hours worked from design approval to test complete

#3 Dollars for hours worked from test complete to production cutover

11.1. *Payment Terms 1*

11.2. *Payment Terms 2*

11.3. *Payment Terms 3*

11.4. *Add/Remove lines as needed*

12. Supplemental Provisions

This is where you can specify attachments that will give the vendors background and context for your request.

12.1. *Supplemental 1*

12.2. *Supplemental 2*

12.3. *Add/Remove lines as needed*

13. Do you have any position on the use of Sub-contractors?

Yes/No, any restrictions imposed by funders etc.

14. Other Requests

Any other requests of the process – i.e. Vendor meetings, liability insurance, etc.

14.1. *Request 1*

14.2. *Add/Remove lines as needed*

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Submission: Specify how Bids are to be submitted, include method(s) of submission deadline for receipt. .