

RFQ#	
	(Agency Use Only)

Authorized User Phone #

ATTACHMENT 12: Lot 1 - "Office Worker Occupations"

Instructions for Authorized Users

Please save this PDF document to your computer and fill out using Adobe Reader.

Authorized Users (AUs) must use the Request for Quote (RFQ) form to obtain temporary personnel under Administrative Services Award #23246 and must send the RFQ to all Contractors in the applicable Lot/Region. Please be sure to include all necessary information related to the title you are requesting within the RFQ. Attach additional sheets with more detailed information if necessary. All documentation with regard to this RFQ should be kept for the Procurement Record.

Quotation Issue Date		Closing Date for Questions	Date for Responses to Questions	Quotation Closing Date					
Information									
Region		Lot 1 Title		# of Positions					
Address of Service Location									
RFQ Details									
Below are additional details pertaining to this RFQ. Note that dates and times entered may be adjusted by the requesting Authorized User. 1. Bill Rate, Overtime Bill Rate (if applicable), and total Background Check Fees are to be completed by the Contractor. Contractor's bid									
response should be e	ntered	on Page 3.		e Contractor. Contractor's bid					
 Contractors may only respond to titles they have been awarded on the Centralized Contract. Proposed rates may not exceed the posted not-to-exceed rates on the Centralized Contract. 									
Estimated Start Date for Services				Number of Individuals					
		Estimated End Date for Services	Shift Days/Times	Required					
Part Time Full Tir	na								
Overtime Required:	Yes	No							
Work on a NYS	163	140							
Holiday Required:	Yes	No							
Travel Required:	Yes	No							
Resumes Required:	Yes	No							
Parking:			king Provided No Parking Prov	idad					
_	Free Parking Provided Paid Parking Provided No Parking Provided								
Bid remains valid for:	60 Da		ays						
MWBE Goals:	Yes	No — If yes, enter → Goals %:							
SDVOB Goals:	Yes	No — If yes, enter → Goals %:							
Must be completed by Authorized User									

Authorized User Email Address

Authorized User Contact Name

Please forward all questions, resumes and quotes to:

Additional Skill Level, Experience or Other Requirements									
Authorized User should include as much information as possible, such as additional skill level, experience, qualifications or									
other requirements, terms or conditions. Attach additional sheets as necessary. The following should be included in order to fully explain the AU's needs:									
Job description									
Basis for award, such as low price or best value (interview/past performance) or a combination of both.									

Contractor Bid Information										
Contractor (Vendor) Name	Contractor PS #									
To be Completed by Contractor										
Job Title Being Bid	Candidate (Incumbent) Name (if applicable)	Bill Rate Pe Hour	Overtime Bill Rate (if applicable)	NYS Holiday Bill Rate (if applicable)	Total Background Check Fees Per Individual					

TERMS OF QUOTATION:

- Contractors interested in responding to this request for temporary personnel, please note that all candidate resumes should be submitted at the same time, within a single response, by the Quotation Closing Date. Time for closing is by 5:00 PM EST unless otherwise stated in the requirements.
- 2. Quotes cannot be greater than the posted not-to-exceed rates on the Centralized Contract. Contractors should provide their proposed Bill Rate, Overtime Rate (if applicable), NYS Holiday Rate (if applicable) and Background Check Fees for all candidate(s) they would like to have considered for the position(s) requested in the RFQ.
- 3. All proposed bill rates must meet minimum wage, prevailing wage, living wage or any other applicable local laws for the Lot/Regions indicated in the RFQ.
- 4. Contractors requiring additional information in order to provide quotes should submit their questions to the Authorized User prior to the closing date for questions.
- 5. Quotes and resumes submitted in response to this RFQ should be complete and timely as quotations received after the closing date will not be considered.
- 6. All Contractor responses to RFQs must remain open and valid for at least 60 days from the RFQ Response Closing/Due Date, unless the time for selecting the candidate is extended by mutual consent of the Authorized User and the Contractor.