

RFQ#	
	(Agency Use Only)

Authorized User Phone #

ATTACHMENT 21: Lot 10 – "Light Industrial 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 10 Title		# of Positions					
Address of Service Location									
RFQ Details									
			I times entered may be adjusted by the heck Fees are to be completed by the						
response should be er	ntered								
	•	ed the posted not-to-exceed rates on							
Estimated Start Date for Services		Estimated End Date for Services	Shift Days/Times	Number of Individuals Required					
				Required					
Part Time Full Time									
Overtime Required:	Yes	No							
Work on a NYS									
Holiday Required:	Yes	No							
Travel Required:	Yes	No							
Resumes Required:	Yes	No							
Parking:	Free Parking Provided Paid Parking Provided No Parking Provided								
Bid remains valid for:	60 Days 120 Days 180 Days								
MWBE Goals:	Yes	No — If yes, enter — Goals %:							
SDVOB Goals:	Yes	No — If yes, enter → Goals %:							
Must be completed by Au	uthoriz	zed User							
Please forward all questions, resumes and quetes to:									

Authorized User Email Address

Authorized User Contact Name

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 Bill 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. For Lot 10 only, Authorized Users MUST obtain a separate PRC # for each purchase from this contract where prevailing wage rates apply. This process can be completed by going to the Department of Labor website at: https://apps.labor.ny.gov/wpp/showPublicNewProject.do?method=showlt
- 4. 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.
- 5. Contractors requiring additional information in order to provide quotes should submit their questions to the Authorized User prior to the closing date for questions.
- 6. 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.
- 7. 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.