

**ATTACHMENT #12**  
**REQUEST FOR QUOTE**  
**LOTS 1, 4, 5, 7, 8, 9, 10, 11**

RFQ# \_\_\_\_\_  
 (Agency Use Only)

**Instructions for Authorized Users:**

Please save this PDF document to your computer and fill out using Adobe Reader. Authorized Users must use the Request for Quote (RFQ) form to obtain temporary personnel under Administrative Services Award #23057, 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. **For Lot 11 where a background check is not automatically required the Authorized User should inform the Contractor at this time if one must be performed.** 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

Region:	
Lot:	
Title:	
# of Positions:	
Address of Service Location:	

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.
- 2) Contractors may only respond to titles they have been awarded on the Centralized Contract.
- 3) Proposed rates may not exceed the posted not-to-exceed rates on the Centralized Contract.

**Contractor Name:**

**Contract #PS:**

Estimated Start Date for Services	Estimated End Date for Services	Shift Days/Times	Number of Individuals Required	Bill Rate Per Hour (Completed by Contractor)	Overtime Bill Rate (if applicable) (Completed by Contractor)	Total Background Check Fees Per Individual (Completed by Contractor)

Part Time:      Full Time:                      Overtime Required: Yes      No                      Travel Required: Yes      No

Resumes Required: Yes      No      Parking included: Yes      No

MWBE Goals: Yes      No      Goal %                      SDVOB Goals: Yes      No      Goals %

RFQ remains open and valid for: 60 days      120 days      180 days

**Additional Skill Level, Experience or Other Requirements:**

**(Authorized User should include as much information as possible; attach additional sheets if 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.**

## TERMS OF QUOTATION:

1. 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 your proposed bill rate, overtime rate (if applicable) and Background Check Fees for all candidate(s) you would like to have considered for the position(s) requested in the RFQ.**
3. For Lot 11 only, Authorized Users MUST obtain a separate PRC # for each purchase from this contract where prevailing wage rates apply.  
<https://applications.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.

**Please forward all questions, resumes and quotes to:**

**Authorized User Contact Name:**

**Authorized User E-mail:**

**Authorized User Phone #:**