

**ATTACHMENT #13
 REQUEST FOR QUOTE
 LOT 2 – HEARING REPORTER SERVICES
 LOT 3 – TRANSCRIPTION SERVICES**

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. **For Lots 2 and 3 where a background check is not automatically required the Authorized User should inform the Contractor at this time if one must be performed.** 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/ Due Date

Work required to be done within the United States: Yes No

Quote for: Lot 2 – Hearing Reporter Services Certification(s) needed

Lot 3 – Transcription Services (Non-Regional)

MWBE Goals: Yes or No If Yes, Goals% SDVOB Goals: Yes or No If Yes, Goals%

Region (if applicable)	
Lot:	
Duration:	
Location (if applicable)	

The number of Hearings may vary throughout the year. The locations of hearings will be determined upon the request for services. All Authorized Users should include the County name, within location, if applicable.

Contractor Name: _____

Contract # PS _____

Contractor to Complete All Columns, As Applicable						
Normal Completion Rate Per Page (7-Business Days)	Priority Completion Rate Per Page (3-Business Days)	Overnight Completion Rate Per Page (Next Day)	Immediate Completion Rate Per Page (Same Day)	Cost Per Disk	Cost Per Jump Drive	Cost Per Additional Page/Copy
Total Background Check Fees (per individual) (if applicable)						

Additional Skill Level, Experience, Qualifications or Other Requirements or Terms and Conditions: (Authorized User should include as much information as possible; attach sheets if necessary.)

TERMS OF QUOTATION:

1. Contractors interested in responding to this request for temporary personnel, please note that all quotes should be received by the Quotation Closing/Due 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 rates for all services requested in the RFQ.**
3. Contractors requiring additional information in order to provide quotes, should submit their questions prior to the closing date for questions.
4. Quotes submitted in response to this RFQ should be complete and timely as quotations received after the closing date will not be considered.
5. 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 selection is extended by mutual consent of the Authorized User and the Contractor.
6. **Proceeding Cancellation:** The Authorized User shall provide the Contractor with a minimum of 24 (twenty-four) hours written notice of cancellation of any proceeding. In the event of proceeding cancellation without specific notification, the Contractor shall be entitled to minimum payment as noted in Minimum Fees.
7. **Minimum Fees:** Contractor shall be entitled to a minimum payment equal to the value of 20 pages at the normal delivery rate (i.e., applies per hearing scheduled or per facility visit). Contractor will not receive payment for wait time. If the Temp appears for the hearing and it has been canceled, the Contractor will be entitled to the minimum fees as stated above (i.e., applies per hearing scheduled or per facility visit).

Please forward all questions and quotes to:

Authorized User Contact Name:	
Authorized User Email:	
Authorized User Phone:	