



**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 entered on Page 3.**
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.

Estimated Start Date for Services	Estimated End Date for Services	Shift Days/Times	Number of Individuals Required

	Part Time	Full Time	
<b>Overtime Required:</b>	Yes	No	
<b>Work on a NYS Holiday Required:</b>	Yes	No	
<b>Travel Required:</b>	Yes	No	
<b>Resumes Required:</b>	Yes	No	
<b>Parking:</b>	Free Parking Provided	Paid Parking Provided	No Parking Provided
<b>Bid remains valid for:</b>	60 Days	120 Days	180 Days
<b>MWBE Goals:</b>	Yes	No	— If yes, enter → Goals %:
<b>SDVOB Goals:</b>	Yes	No	— If yes, enter → Goals %:

**Must be completed by Authorized User**

Please forward all questions, resumes and quotes to:

Authorized User Contact Name	Authorized User Email Address	Authorized User Phone #

## 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.**

