APPENDIX D SAMPLE REQUEST FOR QUOTE

SAMPLE ONLY – NOT TO BE COMPLETED WITH IFB BID SUBMISSION

DRUG AND ALCOHOL LABORATORY TESTING SERVICES AND/OR ON-SITE SCREENING DEVICES SRM PARENT CONTRACT # 4400010201

A. **<u>BACKGROUND</u>**:

An Invitation For Bid (IFB) for **Drug and Alcohol Laboratory Testing Services and/or On-site Screening Devices, IFB 6100023222,** was issued by the Pennsylvania Department of General Services, which resulted in a multiple award Contract.

Through this Request for Quote (RFQ) the Awarded Suppliers are given the opportunity to submit a quote to provide Drug and Alcohol Laboratory Testing Services and/or On-Site Screening Devices for [state agency name]. The Suppliers who receive purchase order(s) through this RFQ process ("Selected Suppliers") will meet the service requirements of [state agency name] for the time period commencing on the Selected Supplier's receipt of a Purchase Order, whichever is later, and expiring on [date]. The Purchase Order expiration date cannot exceed the Contract expiration date.

B. **<u>PURPOSE</u>**:

Through this RFQ process, [state agency name] is announcing the date and time for the receipt of quotes and is providing further instructions to the Awarded Supplier(s) in regard to the submission of those quotes.

C. **<u>RFQ ISSUING OFFICE</u>**:

This RFQ is issued by the [state agency name] ("RFQ Issuing Office"). The RFQ Issuing Office is the sole point of contact for this RFQ. Please refer all inquiries to:

Contact Name: Department/Bureau/Institution: Address: City-State-Zip: Telephone: Fax: Email:

D. DATE AND TIME FOR SUBMISSION OF QUOTES:

To be considered, a quote must arrive at the RFQ Issuing Office on or before [date/time] via [mail, fax, email].

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E. SUBMISSION OF QUOTES:

- Quotes are requested for the items described on the quote form attached to this RFQ. Services are to be performed in accordance with the Drug and Alcohol Laboratory Testing Services and/or On-Site Screening Devices Contract 4400010201 and the terms and conditions set forth in the Contract in conjunction with the agency requirements in this RFQ. Suppliers must complete the Quote Form including Supplier Name and Address, Contract Number, Vendor Number, Contact Person, Telephone/Fax Number, E-mail and Web Address and Quote prices. The Quote Form must be signed (in the case of a hardcopy submission) or submitted (in the case of an electronic submission) by an authorized representative of the Supplier or the quote will be rejected.
- 2. It is the responsibility of each Supplier to ensure that the RFQ Issuing Office receives the quote prior to the Date and Time for Submission of Quotes, noted under Section D. The RFQ Issuing Office will reject unopened, any late quotes.
- 3. If a quote is submitted with conditions or exceptions or not in conformance with the terms and conditions referenced in the Drug and Alcohol Laboratory Testing Services and/or On-Site Screening Devices Contract 4400010201, it shall be rejected. The quote shall also be rejected if the items offered by the Supplier are not in conformance with the specifications as determined by the RFQ Issuing Office.

F. ESTIMATED QUANTITIES:

It shall be understood and agreed that any quantities listed in the Contract are estimated only and may be increased or decreased in accordance with the actual requirements of the RFQ Issuing Office and that the RFQ Issuing Office in accepting any quote agrees to purchase only the services in such quantities as represent the actual requirements of the RFQ Issuing Office.

G. MODIFICATION OR WITHDRAWAL OF QUOTE:

- 1. <u>Quote Modification Or Withdrawal Prior To Date And Time For Submission Of Quotes</u>. Quotes may only be modified or withdrawn by written notice received by the RFQ Issuing Office prior to the exact time and date specified for submission of quotes. The written notice shall specifically identify the quote to be modified or withdrawn. Modifications or withdrawals of quotes received after the exact hour and date specified for submission of quotes shall not be considered, except as provided below.
- 2. <u>Quote Withdrawal After Date And Time For Submission Of Quotes</u>. Suppliers are permitted to withdraw erroneous quotes after the Date And Time For Submission Of Quotes only if the following conditions are met:
 - a) The Supplier submits a written request for withdrawal.
 - b) The Supplier presents credible evidence with the request that the reason for the lower price was a clerical mistake as opposed to a judgment mistake and was actually due to an

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unintentional arithmetical error or an unintentional omission of a substantial quantity of work, labor, material, or services made directly in the compilation of the price

- c) The request for relief and supporting evidence must be received by the RFQ Issuing Office referenced in Section G, Paragraph 3 of this RFQ within three (3) business days after the Date And Time For Submission Of Quotes, but before issuance of a purchase order.
- d) The RFQ Issuing Office shall not permit a quote withdrawal if the quote withdrawal would result in award to the same Supplier, its partner, or a corporation or business venture owned by or in which the Supplier has a substantial interest.
- e) If a Supplier is permitted to withdraw its quote, the Supplier cannot supply any material or labor or perform any subcontract or other work agreement for the Selected Supplier, without the written approval of the RFQ Issuing Office.
- 3. <u>Firm Quotes</u>. Except as provided above, a quote may not be modified, withdrawn, or cancelled by any Awarded Supplier for a period of sixty (60) days after the date and time for submission of quotes.
- 4. <u>Clarification and Additional Information</u>. After the receipt of quotes, the RFQ Issuing Office shall have the right to contact Suppliers for the purpose of seeking:
 - a) Clarification of the quote which confirms the RFQ Issuing Office understanding of statements or information in the quote; or
 - b) Additional information on the items offered, provided that, neither the Drug and Alcohol Laboratory Testing Services and/or On-Site Screening Devices Contract 4400010201 nor this RFQ requires the rejection of the quote for failure to include such information.

H. <u>REJECTION OF QUOTES</u>:

The RFQ Issuing Office reserves the right to reject any and all Quotes, to waive technical defects or any informality in Quotes, and to accept or reject any part of any Quote if the best interests of the Commonwealth are thereby served.

SAMPLE RFQ - QUOTE FORM [state agency name]

SAMPLE ONLY – NOT TO BE COMPLETED WITH BID SUBMISSION

Supplier Name:	
Contract Number:	
Supplier Number:	
Mailing Address:	
Supplier Contact Person:	
Telephone Number:	
Fax Number:	
E-Mail:	
Web Address:	

<u>SERVICE REQUIREMENTS</u>: This RFQ requires services to be provided to [state agency name] for the following options marked with an "X" and in accordance with the requirements listed below.

OPTION 1	Laboratory Testing Services, Specimen Collected by Agency, cup or specimen collection device provided by Awarded Supplier(s)	
OPTION 2	Laboratory Testing Services, Specimen Collected by Agency, cup or specimen collection device provided by Commonwealth	
OPTION 3 Laboratory Testing Services, Specimen collected by Awarded Supplier(s) eithe at collection site or Agency designated site		
OPTION 4	On-site screening devices	

- A. <u>OBJECTIVE</u>: [Agency will enter specific requirements. Include additional documentation as an attachment to this RFQ, such as agency location lists, etc.]
- B. <u>LABORATORY SUPPLIES</u>: [Agency identifies supplies required dependent on Option(s) and location i.e. items required by the agency for collection, identification (agency specific CCF requirements), and shipment.]
- C. <u>PICK-UP AND TRANSPORTATION</u>: [Agency identifies specific pick-up locations and/or methodology of shipment requirements. This may be deleted if requiring Option 3.]
- D. <u>COLLECTION REQUIREMENTS</u>: [If the agency requires Option 3, enter specific collection requirements.]

E. <u>PERSONNEL/ADMINISTRATIVE REQUIREMENTS</u>:

- 1. Account Manager. [Agency enters specific requirements for the account manager]
- 2. Customer Service. [Agency enters specific requirements for customer service]

- 3. Medical Review Officer. [Agency enters specific requirements for MRO]
- 4. Certifying Scientist. [If applicable, Agency enters specific requirements]
- 5. Third Party Administrator. [If applicable, Agency enters specific requirements]
- F. <u>LABORATORY SERVICES</u>: [Agency enters specific alcohol/drug testing requirements, panels, cut-offs, reporting, storage]
 - 1. **TESTING.** [Agency enters specific testing requirements, panels, cut-offs, designer drugs, confirmation testing requirements, specimen validity]
 - a) [EXAMPLE Panel Type requirements]
 - b) [EXAMPLE Single Specimen Screening requirements]

2. **REPORTING.**

- a) Web-Based Reporting. [Agency enters web-based Access Tool Requirements]
- b) **Reports.** [Agency enters required Report Names, frequency, format, content requirement]
- 3. **DESIGNATED EMPLOYER REPRESENTATIVE (DER).** [Agency specifies the DER contact information.]
- 4. **STORAGE.** [Agency enters specific storage requirements]
- 5. **INVOICING.** [Agency enters specific invoicing requirements]
- G. **TRAINING:** [If applicable, Agency enters specific any training requirements]
- H. <u>BEST VALUE DETERMINATION CRITERIA</u>: [Agency enters specific best value criteria in the order of importance]
- I. <u>**PRICING**</u>: All costs must be inclusive of any overhead, travel and subsistence, training, supplies and other expenses. Such items may not be billed separately. [Agency should develop a pricing structure for the supplier to complete. A sample is below.]

Test/Device Description	CPT or Test Code (if any)	Estimated Annual Volume	Unit of Measure	Unit Price	Total Cost

Signature					
Signature of an official authorized to bind the Supplier to the provisions contained in					
the bid submission:					
Printed Name:					
Title:					
Date:					