Request for Quotation

| Note 1 |
| --- |
| Note: Tables in this template contain informational material that should be deleted by the Agency when finalizing this document.  The Agency should fill in the required information between the brackets (“[…]”) when developing the RFQ.  Sections of this RFQ template may be deleted if they are not relevant, and new sections may be added to meet the agency’s need. |

| RFQ Introduction |
| --- |
| Ordering must be done in accordance with FAR 8.405-3(c)(2), BPA requirements, and agency policy. This template is only a guide to developing an RFQ.  At a minimum, an RFQ must include the description and quantity of supplies to be delivered or the services to be performed and the evaluation criteria upon which the evaluation will be based. |

**RFQ Number:** [Agency’s internal tracking number]

**RFQ Title:** [Title of the requirement]

**Issuing Organization:** [Agency/sub-agency/other ordering entity name]

**Categories:** IT Schedule 70, SIN 132 53

## Requirements

| Requirements Intro |
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| This section describes the products and services that the agency intends to obtain. For the majority of orders for standard cellular services, agencies simply identify the number of service plans, types of devices, and usage requirements. For complex requirements, attach a Statement of Work (SOW) and any other relevant documentation (e.g., a pricing spreadsheet) to the RFQ.  Consider addressing the following, as appropriate to your requirements, since offerings in these areas vary by contractor:   1. SED Refresh and Deactivation 2. SED refresh interval: contractors must refresh SEDs after no more than 20 months at no charge and can offer other intervals for an additional charge 3. Charges, discounts or credits for deactivated devices |
| 1. Account Management and Pooling Arrangements 2. Defining accounts for pooling and invoicing: for example, if an agency has multiple task orders to pool within one account, can the task order identify a single account for the task order, to be billed at that level, and a larger account for pooling with other task orders? 3. How the contractor calculates overage charges for voice and data 4. How the contractor allocates overage charges across plans in a pool 5. International Roaming Activation and Deactivation 6. Mobile Device Management (MDM) Solutions 7. Text Messaging: whether video and pictures are data usage or are included in voice plans 8. Domestic Roaming on Data and Data Add-On Plans 9. Charges for domestic data roaming 10. Pooling domestic data roaming 11. Suspension of Plans for Periods of Inactivity   As a best practice, the RFQ should not repeat the requirements in the FSSI Wireless BPA; instead, it should reference applicable sections of the FSSI Wireless BPA and include any agency-specific requirements (e.g., required areas of coverage). Note that the task order cannot contradict the requirements of the FSSI Wireless BPAs but can supplement them.  Task orders on the BPAs must be fixed price; no cost type task orders are permitted. |

[Attach SOW and other documentation, as needed]

## Description of Services

| Description |
| --- |
| Provide the requirements for usage, service plans, device types, features, and locations (including international countries) using the “Data” worksheet in the [Data Survey Template](http://www.gsa.gov/portal/getMediaData?mediaId=173155) and the “Estimate” worksheet in the Economic Model. Attach to the RFQ document.  Include specific areas of coverage as well, specified by users’ addresses, GPS coordinates, or other geographic description. The RFQ can include a “base” set of requirements as well as “optional requirements” that may be awarded depending on the quotations and exercised as needed. Examples include optional requirements for (1) different geographic areas that may have differing coverage, or (2) additional quantities. |

[Attach “Data” worksheet from Data Survey Template and/or “Estimate” worksheet from the Economic model. Augment with additional information per instructions.]

[Attach location information separately]

## Service Enabling Devices

| SEDs Instructions |
| --- |
| To take advantage of the Service Enabling Devices (SEDs) that are bundled with the service plans:   1. If you have certain requirements for the SEDs, include a description of those requirements, for example, “smart phones equivalent or similar to the iPhone 4S” or “FIPS 140-2 compliance.” 2. Or, if you just want to choose from the SEDs the contractor is offering, simply request that the contractor list the SEDs that are available with the service plans. 3. Shipping Address (particularly important if shipping to international addresses or for expedited shipping, where charges may apply) |

[SEDs requirements]

## Government Furnished Equipment

| GFE Instructions |
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| Will you be using devices acquired from some other means, called Government Furnished Equipment (GFE)? If so:   1. Indicate whether:    1. You want to purchase them at the same time as the service plans, OR    2. You will be using devices currently in service under another agreement or BYOD program. 2. Include the following information for each:    1. Manufacturer, manufacturer part/item number, and product description    2. Quantity    3. Will existing numbers need to be ported? (Numbers and users’ names can also be listed here or specified after the task order is awarded) 3. Request that the contractor confirm in its quotation that the GFE devices will work with its networks. |

[GFE requirements]

## Emergency Replacement of Devices

| Emergency Replacement of Devices |
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| If emergency replacement of lost or broken devices is a requirement or a factor in the evaluation of the quotations, describe the requirement or expectation. |

[Emergency device replacement requirements]

## Pre-Existing Agreements

| Pre-Existing Agreements |
| --- |
| Are you switching from one or more pre-existing agreements? If so:   1. Provide background information, such as the current carrier(s) and expiration date(s). 2. Indicate whether a Transition Plan (task order deliverable) is required, in accordance with Section 2.11.3, Transition Plan, of the FSSI Wireless BPA; the RFQ should include any special agency requirements regarding the format, content, and delivery of the Transition Plan. The RFQ should indicate whether on-site support by the contractor is required to provision phones. |

[Information on pre-existing agreements]

[Transition Plan requirements]

## Delivery Schedule

| Delivery Schedule |
| --- |
| The agency may specify the delivery intervals or schedule it can support; for example “deliver and activate X devices per month.” |

[Schedule/delivery requirements]

## Price Reductions

| Discounting |
| --- |
| In accordance with FAR 8.405-4, the agency may request additional price reductions to the BPA prices. The ordering activity shall seek a price reduction when the order exceeds the Simplified Acquisition Threshold. |

[Discount request]

## Delivery

| Delivery |
| --- |
| 1. If you know what the period of performance will be, specify the start and end dates. Note that no Task Order may extend beyond the expiration of the BPA (May 22th, 2018). A multi-year task order placed under the BPA must be consistent with FAR Subpart 17.1 and any applicable funding restrictions. 2. If the requirements are for a service, but the exact period of performance has not been identified, indicate that delivery is from the Date of Award through Date of Completion. 3. Specify the number of days after the receipt of order the contractor is expected to activate services and deliver devices. |

[Period of performance]

[Requirements for delivery of devices and services]

## Basis for Award

| Basis for Award |
| --- |
| State whether the award will be based on Best Value or Lowest Price, Technically Acceptable. Provide the evaluation criteria and their relative importance (e.g., coverage, technical, price, past performance). If switching carriers, how will costs of switching, such as termination fees, be considered in the price evaluation? |

[Basis of award]

[Evaluation criteria and their relative importance]

## Quotation Instructions

| Responses Due |
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| Specify the date and time that quotations are due. The length of time for contractors to submit a quotation should be reasonable for the complexity of the requirements. For a simple requirement, the agency should allow five business days from release of the RFQ. If there are any unique requirements or more than 1,000 lines of service are being ordered, the agency should allow more than five (5) business days to provide a quotation. |

[Due Date and Time for Quotations]

| Submission of Questions |
| --- |
| Provide information regarding the submission of questions on the RFQ (due date, contact information for the recipient). |

[Submission of Questions]

| Response Format and Content |
| --- |
| Provide instructions for the format and content of quotations. |

[Format and content of quotations]

| Pricing Instructions |
| --- |
| Provide instructions for submitting pricing information. Prices may be submitted on a CLIN-by-CLIN basis, Total Cost, Average Price Per Unit, etc. |

[Pricing instructions]

| Send Reponses To |
| --- |
| Indicate the name, address, and phone number where quotations should be sent. |

[Where to send quotations]