

RFQ Questionnaire

Please provide the following information to assist us in crafting your Request for Quote.

*****Please note that RFQs can take up to 3-4 weeks to complete. Please keep this in mind when planning your bid. If the bid process will result in a contract, please allow ample time for the contract review process to happen.***

1. Delivery: will delivery time be a factor in the award?
2. Purchase or Lease: Are you making a purchase or entering into a lease?
3. Scope/Project Description: Briefly describe what the goals of your project are and what you are seeking to accomplish with this RFQ.
4. Sustainability: If you wish to address environmental sustainability, do so here. See <https://procurement.tennessee.edu/sustainability/> for more information.
5. PO Term: Is this a one-time purchase or do you need to establish a framework purchase order?
*A framework is a purchase order that allows for multiple purchases over a period of time.

For Purchase Agreements: Generally a PO term can be up to 5 years in length. Any term longer than 5 years needs CBO approval, which your solicitation coordinator will seek, if needed. You may choose to have:

- a flat 5-year term* (***Procurement Services' recommended term***)
- a 3-year term with 2 one-year extensions*
- a 1-year term with 4 one-year extensions
- Or another combination that works for your department as long as the term does not exceed five years.

*Please note that the University will include the ability to terminate the agreement early when the term exceeds one year.

6. Specifications: Please provide a detailed list or description of all of the requirements or specifications you are seeking for the product or service. This list can be on this document, a separate Word document, a separate spreadsheet, or listed as line items on the requisition.

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7. Pricing: Please indicate how you would like the respondents to submit their pricing structure.
8. Mandatory qualifications: What mandatory qualifications must the supplier have?
Examples of mandatory qualifications include:
 - Number of higher-education clients
 - Industry-specific certifications/licenses
 - Compatibility with existing UT equipment, software, etc.
9. References: Do you want to require the bidders to supply references? If so, how many references do you want to require (3 is the recommended minimum)?
10. Demonstration/Presentation: Will you require a demonstration, presentation, walk-through, or on-site visit by the suppliers who are participating in the RFQ? If not required, will there be an optional demonstration, presentation, walk-through, or on-site visit?
11. Recommended Suppliers: Please provide a list of recommended suppliers along with addresses, websites, and other contact information (including email addresses).
12. Evaluation Committee: Please provide a list of all people who will be evaluating the bid responses. Please note that evaluators must be employees of the University.
13. Requisition: Please submit a requisition in DASH and attach all the information required in this questionnaire to the requisition. This must be in an editable Microsoft Word format.
14. Please Note: The Procurement Office must receive copies of your Solicitation Evaluation Attestation Form (SEAF) before the bid can be posted.
15. Attachments: Please attach the completed RFQ Questionnaire and any additional, relevant documents to the requisition in DASH.