

INSTRUCTIONS FOR DRAFTING RFQ

This procurement packet should be used for the procurement of equipment, supplies, or services with a total cost of less than \$25,000 over a period not to exceed 12 months from when the initial purchase is made.

Download and complete the RFQ Cover Page, Special Conditions and Pricing Pages from <http://oa.mo.gov/fmdc/BidOpportunities/index.html>. The only assurance that you are using the most recently revised version of these documents is by downloading them from the website each time you have a procurement need.

COMPLETING THE RFQ COVER PAGE, SPECIAL CONDITIONS AND PRICING PAGE(S)

SECTION 1. – To be completed by initiating entity.

1. All spaces must be completed prior to issuance to any potential bidder. Note that you have the option of selecting how bids should be submitted (fax, email, postal or courier service).
 - RFQ NO: Unique number to be assigned by the initiating entity.
 - ISSUE DATE: Date RFQ is sent to potential bidders.
 - PURPOSE: Brief categorical description of equipment, supplies and/or services solicited.
 - BIDS MUST BE RECEIVED NO LATER THAN: Day, Date and Time bids are due.
 - BIDS MAY BE SUBMITTED VIA: Select one or all methods of acceptable type of delivery that bidders may use to submit bids.
 - METHOD OF EVALUATION TO BE USED: Cost Only evaluation is pre-selected.
 - CONTRACT PERIOD/REQUIRED DELIVERY DATE: If the solicitation is for the purchase of on-going equipment, supplies and/or services, insert period to be covered (typically, "Date of award through one year.") If the solicitation is for a one-time purchase of equipment, supplies and/or services then insert the required delivery date.
 - OPTIONAL CONTRACT RENEWAL PERIODS AVAILABLE: Insert number of renewal options desired. Make sure that pricing pages include renewal periods.
 - DELIVER EQUIPMENT, SUPPLIES AND/OR SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS: Insert address of facility(s) where equipment, supplies and/or services are to be delivered.
 - FOR QUESTIONS CALL: Insert name of person to contact with questions concerning the RFQ.
 - FAX BID TO: Fax number to be used by bidder to submit bid via facsimile transmission.
 - EMAIL BID TO: Email address to be used by bidder to submit bid via email.
 - MAIL BID TO: Name and address to be used by bidder to submit bid via Postal/Courier Service.

SECTION 2. – To be completed by initiating entity.

1. The pre-marked documents are mandatory inclusions in all bid packages. The remaining documents are optional based on the procurement's specific need and the resulting requirements. Any optional documents that will be part of the contract must be selected by the initiating entity.
 - RFQ COVER PAGE – Mandatory for all procurements.
 - GENERAL CONDITIONS – Mandatory for all procurements.
 - SPECIAL CONDITIONS – Mandatory for all procurements. Detailed specifications of procurement requirements must be entered in this section and must not allow flexibility or creativity on the part of the bidders.
 - INSTRUCTIONS TO BIDDERS – Mandatory for all procurements.

- PRICING PAGES – Mandatory for all procurements. Format of pricing desired must be entered on this page. (See sample PRICING PAGE FORMATS) If none of the examples provided apply, you may customize language that pertains to the specific needs of the RFQ.
- EXHIBITS A – H – See General Conditions, Article 2 to determine which exhibits are required for specific bids. Before sending RFQ to bidders, mark each required exhibit with an “X.”
- ATTACHMENT 1 – HIPAA REQUIREMENTS – TO BE USED BY DEPARTMENT OF MENTAL HEALTH FACILITIES ONLY OR FACILITIES THAT MUST MEET HIPAA REQUIREMENTS found in the Code of Federal Regulations (CFR) parts 160 and 164 and 42 U.S.C. §§ 17921 *et. seq.*
- OTHER - Any other document created by the Owner which provides supplemental details associated with the scope.

SECTION 3. – To be completed by bidder.

1. This section is mandatory for each bidder to complete, sign and return with their bid.

SECTION 4. – To be completed by the authorized Service Level Manager, Regional Facility Manager or their designee.

1. Signature, title and date are mandatory on the contract form of the successful bidder only, and constitute a binding contract. Be sure internal approval requirements have been satisfied before execution.

BID SOLICITATION

A Potential Bidder Memo needs to accompany the RFQ Cover Page, Special Conditions and Pricing page(s) to all potential bidders. A minimum of 3 vendors are required for bid solicitation, but it is preferred that a minimum of 5 vendors be solicited for bids to ensure that the required 3 bids are received.

The phrase “solicit competitive bids” means that prospective bidders must be provided the opportunity to bid. When it is impractical to solicit all potential bidders, requests for bids should be sent to different vendors on a rotational basis.

To document when bids are received, the date and time should be noted on either the envelope or the cover sheet of each bid. Confidentiality of all bids received must be maintained and no bid should be opened or reviewed until the date and time bids are due as indicated on the RFQ.

A "no bid" response from a vendor may be counted towards the requirement for three competitive bids provided that all "no bid" vendors could have reasonably been expected to submit a bid. Identifying prospective vendors for documentation purposes without actually providing those vendors the opportunity to submit a bid does not constitute a solicitation of competitive bids. “No bid” responses must be documented with a written response signed by the vendor on their letterhead or other media (e-mail, facsimile transmission) identifying that the response was from the solicited vendor.

Due to the RFQ evaluation being based on cost only, bid information can be made public upon the opening of the bids.

Bidders cannot change quotes or submit quotes once prices are revealed.

Anyone involved in purchasing decisions is strictly prohibited from accepting gifts, meals, trips, or any other item of value from any vendor.

BID EVALUATION & AWARD

When all bid responses have been received by the designated facility contact identified on the RFQ, all related documents will be sent to the Service Level Manager, Regional Facility Manager or their designee for evaluation and award.