**INSTRUCTIONS TO AGENCIES**

1. Agency personnel that will be sending out the solicitations are required to have the “Issuing Officer Role” established to be able to gain access to the JAGGAER site.
2. The Commonwealth’s DGS website holds documents for agency information. Please review all documents for information and instructions. Please note that when creating your RFQ within SRM, you must select transaction type “RFQ/IT-ITQ”, click on “continue”, enter a bid description, save the document and record the solicitation number given (for use in JAGGAER) before pressing the create button.
3. ITQ’s can be used for the commodity codes established in JAGGAER. Agencies can request additional commodity codes to be added. An email should be sent to the Contracting Officer for Dept. of General Services with the commodity code name, scope of services and criteria for education and experience of a qualified contractor for it to be reviewed.
4. Contractors may not subcontract more than 49% of the total spend for a project/purchase order unless DGS approves a waiver in advance. Waiver requests should be addressed to the Contracting Officer for Department of General Services.
5. When estimating your project budget to determine the required method of solicitation (see ITQ Solicitation Requirements and Evaluation Process document), please be aware that if the pricing of the selected contractor falls within a higher cost range (and exceeds the threshold dictated in the ITQ Contract), a purchase order cannot be issued unless DGS approves a waiver in advance. Waiver requests shall be addressed to the Contracting Officer for Department of General Services. DGS may grant a waiver depending on the degree to which the pricing exceeds the lower threshold cost range and whether the agency estimated the project cost in good faith. If DGS does not grant a waiver, **the solicitation shall be cancelled and reissued under the correct threshold cost range’s procedures.**
6. The purchasing agency shall invite BDISBO to participate in the Supplier Forum, kick-off meeting, development of the RFQ/RFP, the preproposal conference (if applicable), the drafting of the responses to offeror questions, and in contract negotiations concerning small diverse and small business participation. The Small Diverse and Small Business Participation submittal of all proposals (originals and best and final offers) and quotes for 250,000 and over shall be made accessible to in JAGGAER for review and scoring.
7. After the Purchase Order has been issued, the purchasing agency must complete the Award Form, BOP010, which includes the contractor’s small diverse and small business commitments as identified in the Purchase Order and submit it to BDISBO within 10 days after the fully executed Purchase Order is sent to the selected Contractor.