1. **Statement of the Project.** [Agency will to provide detailed narrative of the project]
2. **Term of the Project.** The term of this Project shall commence upon issuance of a Contract or Purchase Order to the selected Contractor (“Effective Date”), and shall expire [Agency: specify number of years/months] after the Effective Date, unless it is terminated earlier pursuant to the terms of the Contract or Purchase Order. The term of this Project may be extended by and at the sole option of the Commonwealth for up to 90 days upon the same terms and conditions where a continued needed exists for the services of the selected Contractor and there has been no termination under the terms of the Contract or Purchase Order.
3. **Qualifications**:
4. **Requirements.** In response to this RFQ, contractor is required to upload all relative licensures, accreditations, narratives etc., specified below, under Supplier Documentation located in JAGGAER. [Agency to build upon this criteria]
5. **Experience.** Contractor must provide two (2) years of experience for Commodity Code 83101506-ITQ-232 selected under Service Categories. Contractor will provide three (3) detailed examples of projects that your company performed that are similar in nature and scope to the services stated in this RFQ. Contractor should provide a detailed narrative that includes the following:

A. Project Name;

B. Scope and Size of Project;

C. Project Start and End Dates;

D. Company Name;

E. Company Address;

F. Contact Person;

G. Contact Phone Number; and

H. Contact Email Address.

**Contractor Response**

1. **Personnel.** Contractor must provide the names and resumes of the individuals who will be assigned to this project showing a minimum of two (2) years of experience and demonstrating the qualifications and skills required to successfully develop and implement the project. It is very important that the proposed individuals have all proper and current certifications. The proposed project manager must have demonstrated project management skills and technical background and experience to appropriately manage the project. Ensure resumes contain no personal information as these may become public documents. [Agencies can build upon this criteria]

**Contractor Response**

1. **Subcontracting.** If applicable, Contractor shall provide a subcontracting plan for all subcontractors, including small and small diverse business subcontractors, who will be assigned to the Project. Subcontractors, under this RFQ, do not need to be a qualified ITQ Contractor since the prime contractor assumes responsibility for all services whether or not it provides them directly. A Contractor cannot sub-contract more than 49% of the services. Upon award of the contract resulting from this RFQ, subcontractors included in the quote submission are deemed approved. For each position to be subcontracted provide:
2. Name of subcontractor;
3. Primary contact name and email;
4. Address of subcontractor;
5. Description of services to be performed;
6. Number of employees by job category assigned to this project; and
7. Resumes (if appropriate and available).

**Contractor Response**

1. **Project Work Plan.** Contractor will be responsible for performing the following tasks. Contractor shall describe in narrative form its approach for accomplishing the tasks.

[Agencies shall outline the required services associated with their project. Included in this section (I-4, as highlighted) are suggestions of Services your Agency *may* require. Agencies should keep what they know is relevant to their project. Otherwise, it should be deleted].

* + All quoted pricing should include all necessary labor, materials, maintenance, and related services for any properties/facilities to achieve the end result as specified by the contracting Agency, and should include the cost of providing complete technical and supervisory service, test kits, test reagents, corrosion coupons, corrosion coupon rack systems, etc., including service requirements.
	+ Provide Agencies with adequate basic start-up procedures and/or lay-up (winterization and/or long term out of service) procedures. Qualified Suppliers should train agency personnel in proper water testing procedures and proper maintenance of water treatment systems and equipment, as required.
	+ Provide a thorough system analysis and execution of an appropriate water treatment program and provide all treatment chemicals*,* as needed, to properly treat the equipment systems to maximize the efficiency and life of the equipment.
	+ Provide continuous review of system results and implement improvements as required for performance, oriented service.  In the event it is necessary for the Supplier to have chemicals delivered to a specific contracting Agency’s site separately, the Supplier shall offer a delivery service in a manner to minimize the contracting Agency’s handling of water treatment chemicals.
	+ Assume responsibility for the supervision and oversight of the injection of chemicals into all applicable systems, via automatic injection equipment, by-pass pumps, etc., as required.
	+ Supplier shall either possess or work with a lab that has ability to perform all chemical and biological water analysis, fuel oil analysis, resin analysis, deposit, and metallurgical analyses. Laboratory shall be under the supervision of a Chemical Engineer or similar discipline.
	+ Laboratory services are to be included within the chemical treatment program cost. Periodic laboratory analysis of makeup, boiler water, feed-water, condensate, cooling tower and chilled water shall be provided as a minimum.
	+ Provide all test reagents, testing apparatus, instructions, logs, Material Safety Data Sheets and training for Agency personnel necessary so that the contracting Agency can properly apply, control and monitor the treatment programs as necessary.
	+ Respond to Agency emergency calls within a 24-hour period/365 days a year or as specified by the Agency, in their SOW.
	+ After each visit, a service report should be provided and give sufficient test information so that all parties concerned can easily determine the cycles of concentration, at which each individual system is operating, and the percent of the feed water. Followed by a service call, with recommendations and comments, to the Agency's appropriate contact person.

**Contractor Response**

**I-5. Funds Commitment.** [Agencies shall remove if not applicable]

In the event an agency receives approval to make payment for services via a Funds Commitment rather than an agency PO, all references to “purchase order” or “purchase orders” in the CONTRACT TERMS and CONDITIONS shall be replaced with the term “Contract.” A formal written notice to proceed issued by the agency will constitute the Contractor’s authority to make delivery, and shall evidence the existence of an executed contract.