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 [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 insurance, etc., specified below, under Supplier Attachments located in the JAGGAER. [Agency can build upon this criteria]

**If any of the following commodity codes are chosen for this RFQ, the agency must include the following requirements as part of the RFQ:**

* + 1. Contractor must have two (2) years of experience for the commodity code 90000000-ITQ-XXX selected under Service Categories.
	1. **Experience.** 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.** Should using Agencies require IT/AV 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. 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 list the tasks associated with the project]

**Contractor Response**

1. **Travel. [**Include if travel is to be invoiced separately; otherwise delete**]** Approved travel shall be reimbursed in accordance with Management Directive 230.10 as amended.
2. **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.