

**STATEMENT OF WORK  
INTEGRATED PEST MANAGEMENT  
INVITATION TO QUALIFY (ITQ) CONTRACT**

**OVERVIEW:** The purpose of the Integrated Pest Management ITQ is to qualify responsible and responsive Contractors to perform consulting services to Commonwealth of Pennsylvania's executive agencies. In addition, Local Public Procurement Units, as defined by the Commonwealth Procurement Code, may use this contract in accordance with the COSTARS Provision contained in this document.

**ISSUING OFFICE:** This ITQ is managed and administered by the Commonwealth of Pennsylvania, Department of General Services (DGS), Bureau of Procurement. All inquiries should be referred to:

Stan Pakoskey, Commodity Specialist  
Department of General Services  
Bureau of Procurement, 6<sup>th</sup> Floor  
555 Walnut Street  
Harrisburg, PA 17101-1914  
Telephone: (717) 787-6586  
Email: spakoskey@pa.gov

**QUALIFICATIONS:** Contractors interested in becoming an ITQ Contractor must meet the following requirements. Failure to meet the below requirements will result in the application being rejected. Each Contractor that meets the minimum qualifications will be awarded a contract. Award of a contract to a Contractor is not a guarantee of business.

A. Contractors must provide documentation showing two (2) years of experience in the appropriate commodity code selected under Service Categories.

**B. 70141605-ITQ-233 Integrated Pest Management.**

1. Contractors must submit a copy of their Pesticide Application Business License Certificate issued by the Pennsylvania Department of Agriculture (PDA). The Commonwealth shall be under no obligation to obtain current and future certificates/accreditations from Suppliers. It is the responsibility of qualified Suppliers to continue to maintain an updated copy, in the JAGGAER system, for the length of their contract; and
2. Contractors must submit a copy of their Commercial Pesticide Applicator Certificates for every Contractor Employee who will be performing the on-site services. The Commonwealth shall be under no obligation to obtain current and future certificates/accreditations from Suppliers. It is the responsibility of qualified Suppliers to continue to maintain an updated copy, in the JAGGAER system, for the length of their contract.

C. **70160000-ITQ-234 Wildlife Control.** Contractors must submit a valid Commercial Wildlife Pest Control Permit issued by the Pennsylvania Game Commission. The Commonwealth shall be under no obligation to obtain current and future certificates/accreditations from Suppliers. It is the responsibility of qualified Suppliers to continue to maintain an updated copy, in the JAGGAER system, for the length of their contract.

D. Contractors must select the county(ies) in which they can serve.

**SERVICE CATEGORIES:** Contractors will need to choose the appropriate commodity code(s) to qualify for this contract. Contractors will select the appropriate code(s) under the Business Details section of the qualification process. The Commonwealth may add additional commodity codes as the need arises. The table below lists the appropriate commodity code and description of each category.

COMMODITY CODE	DESCRIPTION OF CATEGORY
<p>70141605-ITQ-233 Integrated Pest Management</p>	<p>Integrated Pest Management (IPM) methods should be used to the extent possible to remove and exterminate rodents, insects, and other pests. IPM is an effective and environmentally sensitive approach to pest management that relies on a combination of common-sense practices. IPM programs use current, comprehensive information on the life cycles of pests and their interaction with the environment. This information, in combination with available pest control methods, is used to manage pest damage by the most economical means, and with the least hazard to people, property, and the environment.</p> <p>IPM is the selection, integration, and implementation of multiple pest control techniques based on predictable economic, ecological, and sociological consequences, making maximum use of naturally occurring pest controls, such as weather, disease agents, and parasitoids, using various biological, physical, chemical, and habitat modification methods of control, and using artificial controls only as required to keep particular pests from surpassing intolerable population levels predetermined from an accurate assessment of the pest damage potential and the ecological, sociological, and economic cost of other control measures. Once monitoring, identification, and action thresholds indicate that pest control is required, and preventive methods are no longer effective or available, IPM programs then evaluate the proper control method, both for effectiveness and risk.</p> <p>Effective, less risky pest controls are chosen first, including highly targeted chemicals, such as pheromones to disrupt pest mating, or mechanical control, such as trapping or weeding. If further monitoring, identifications, and action thresholds indicate that less risky controls are not working, then additional pest control methods would be employed, such as targeted spraying of pesticides. Application(s) of non-specific pesticides is a last resort. All label directions shall be followed.</p> <p><b><u>Initial Inspection:</u></b> Contractor shall, at no charge, provide a complete, initial inspection of the facility requesting services. Results of the inspection shall be reported as part of the price quote requested by an agency.</p> <p><b><u>PESTS/SERVICES:</u></b>  <b>General Pest and Rodent Control</b> – Consists of using a trapping device, and only if necessary, a pesticide for the following:</p> <ul style="list-style-type: none"> <li>• <b>General Pests/Insects</b> - Cockroaches, ants, spiders, silverfish,</li> </ul>

centipedes, millipedes, earwigs, flies, fleas, stored products pests, occasional invaders, and other similar insects, as well as bees, wasps, hornets and yellow jackets in areas up to 12 feet high; and

- **Rodents** - Including but not limited to, mice, rats, and perimeter treatments of herbaceous growth around various area(s) or building(s) to be serviced, which could harbor rodents.

**Termite Control** – Consists of the use of a pesticide or other means to control termites and other wood destroying organisms. A termite inspection report in response to a termite building inspection may be requested by the agency.

**Bed Bug Control** – Consists of experienced pest management professionals in treating bed bugs. The agency may request a bed bug inspection/identification report.

**Optional Pest Control Plan:** Pest Control Plan and/or Termite Control Plan, the plan shall consist of five (5) parts:

- Proposed methods for control, including labels and Material Safety Data Sheets (MSDS) for all pesticides to be used, a list of types of tamper-resistant rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, and any other control devices or equipment which may be necessary to implement the plan (depending on which service is requested);
- A proposed pest population level referred to as a predetermined tolerance threshold, if thresholds exist for targeted pest;
- A service schedule for inspection, monitoring, and/or pesticide application for the various area(s) or building(s) to be serviced;
- A description of any structural or operational changes that would facilitate the pest control effort; to include the area/location of infestation or the problem; and
- A copy of the Commercial Pesticide Applicator and/or Registered Technician Certificate for every Contractor’s representative who will be performing the on-site service.

**Logbook:** The Contractor shall be responsible for maintaining a pest control logbook or file for each building or site. These records shall be kept on the property being serviced, as well as with the Contractor, and be updated each time Contractor visits a site. Each logbook or file shall contain at least the following items:

- A copy of the Pest Control Plan and/or Termite Control Plan for the building or site, including labels and MSDS for all pesticides used in

	<p>the building, and the Contractor’s service schedule for the building; the Pest Control Service Record(s) and Pest Inspection Report(s). This includes all the information on pesticide applications required by the Pesticides Rules and Regulations 7 PA Code CH. 128 as amended October 12, 2001; and if appropriate, for school pesticide applications, refer to Act 36 of 2002 (15 P.S. § 7-772.2);</p> <ul style="list-style-type: none"> <li>• Logbook will also be used for each facility to report pest sightings by occupants to the Contractor at the time of service;</li> <li>• Upon completion of a service visit to the building or site, the Contractor’s representative performing the service shall complete, sign and date the form and return it to the logbook; to include the quantity of products used and locations of these products; and</li> <li>• Failure to note accurate “Time in and Time out” times in the “Pest Control Service Record” may result in rejection of invoices.</li> </ul> <p><b><u>Special Requests and Emergency Service(s):</u></b> Contractor shall respond to Special or Emergency Services, which normally involves a threat to health or a major disruption of normal work activities and complete the necessary work within four (4) hours after receipt of the request, with the exception of the requirements contained in 7 PA Code CH. 128, Subchapters C &amp; F, as amended October 12, 2001; and if appropriate, the notification requirements for pesticide applications within schools contained in Act 36 of 2002 (15 P.S. § 7-772.2).</p> <p><b><u>Liability Insurances:</u></b> Contractors must have a statement that pesticide applications are included, or endorsement #CG26160194 or #CG26160798 is included in their liability insurance.</p>
<p>70160000-ITQ-234 Wildlife Control</p>	<p>Animal trapping and/or elimination of nuisance wildlife such as, but not limited to mosquitos, birds, bats, snakes, squirrels, raccoons, opossums, groundhogs, skunks, and all other vertebrates other than rodents.</p> <p><b><u>Wildlife Pest Control Permit:</u></b> Contractor must provide to requesting agency a valid Commercial Wildlife Pest Control Permit issued by the Pennsylvania Game Commission. <b>Contractor shall carry the Commercial Wildlife Pest Control Permit at all times.</b> Contractor shall be in compliance with Title 58 Pennsylvania Code, §147.721-728.</p> <p><b><u>Initial Inspection:</u></b> Contractor shall, at no charge, provide a complete, initial inspection to determine and diagnose the nuisance situation and the method of removal. Results of the inspection shall be reported as part of the price quote requested by an agency.</p>

**Contractor shall use the following approved methods and devices for operation:**

- Foot hold traps, body gripping traps, box traps, cage traps, nets, and snares;
- Contractors who are Certified Pesticide Applicators may take vertebrate species with pesticides in accordance with the regulations of the Department of Agriculture. See 7 Pa. Code Chapter 128 (relating to pesticides);
- Shooting with a firearm that will induce death as quickly and painlessly as possible. (The Contractor shall have the approval of the agency and confine all activities to that property.);
- Devices shall be tagged or labeled with the permit number, or trapper I.D. number;
- Contractor will perform maintenance and/or removal, which includes a return inspection of the trap/device, removal of species and re-setting of trap/device, if necessary. Devices shall be checked by the Contractor or the using agency at least once each calendar day, but only the Contractor may remove an animal from a trap/device. Decision as to whether the trap/device will be checked by the Contractor or the using agency will be at the agency's discretion, based on feasibility or the vicinity of the trap/device, and shall be determined at the time of the initial inspection;
- Nuisance wildlife captured alive, shall within 24 hours, be dispatched in a humane manner or released in an area open to hunting or trapping. Non-target animals may be released at the site of capture;
- Carcasses shall be disposed of by incineration or in an approved landfill in a manner consistent with the solid waste laws of the Commonwealth; and
- All captured Rabies Vector Species to include raccoons, skunks, ground hogs, coyotes, bats and red/gray fox are to be dispatched immediately and never released.

**Animals shall be dispatched using the following methods:**

- Birds shall be dispatched through the use of: inhalant anesthetics, carbon monoxide, carbon dioxide, barbiturates, gunshot, cervical dislocation, decapitation;
- Furbearers, small game and other small mammals shall be dispatched

through the use of: inhalant anesthetics, carbon monoxide, carbon dioxide, barbiturates, gunshot or penetrating captive bolt;

- Big game shall be dispatched through the use of: barbiturates, gunshot, penetrating captive bolt or chloral hydrate;
- Reptiles (snakes and turtles): shall be in compliance with PA Fish & Boat Commission regulations (Title 58, Chapter 79); and
- Canada Geese – must be in compliance with US Fish & Wildlife regulations.

**Unlawful:**

- Except as otherwise provided, it is unlawful to sell, trade, barter or transfer to another person any live or dead animal or parts taken under authority of this permit. Furbearer pelts are excluded from this provision provided the particular species is taken during the hunting or trapping season by the holder of a valid hunting or fur-taking license as required;
- Control any white-tailed deer, black bear, elk, wild turkey, beaver, fish, otter or bobcat without prior approval of the Pennsylvania Game Commission District Wildlife Conservation Officer;
- Control any migratory birds unless the Contractor has the appropriate valid United States Fish and Wildlife Service depredation permit;
- Control any threatened or endangered species without proper permits and approval of the Pennsylvania Game Commission; and
- Dispatch any animal in any manner not defined as a humane manner.

**Emergency/Special Services:** Contractor may be requested to provide service(s) at night, weekends and/or as an emergency.

**GENERAL INFORMATION/REQUIREMENTS:**

- A. Type of Contract.** Upon determination that the Contractor meets the ITQ requirements, the Commonwealth will issue a contract to the Contractor. Upon receipt of a Purchase Order (PO) issued under this Contract, the Contractor agrees to furnish the requested services to the Commonwealth agency issuing the PO.
- B. Order of Precedence.** If any conflicts or discrepancies should arise in the terms and conditions of this Contract, or the interpretation thereof, the order of precedence shall be:
- i. This Contract;
  - ii. The data resident on the ITQ web site and incorporated herein by reference at the date of execution of the Contract or issuance of an RFQ off of this Contract, whichever is later,

including but not limited to the promises and certifications the Contractor made in qualifying for the Contract;

If any conflicts or discrepancies should arise in the interpretation of a PO, the order of precedence shall be:

- i. The consulting service category definitions, descriptions, qualification requirements, and contract terms and conditions set forth in the RFQ;
- ii. This Contract;
- iii. The PO and any attachment thereto, including: (1) the Contractor's Proposal, as accepted by the Commonwealth; (2) the RFQ.

**C. Bid Protest Procedure (April 2016)** The Bid Protest Procedure is on the DGS website. [Click here](#)

**D. COSTARS Purchasers.** Section 1902 of the Commonwealth Procurement Code, 62 Pa.C.S. § 1902 ("Section 1902"), authorizes local public procurement units and state-affiliated entities (together, "COSTARS Members") to participate in Commonwealth procurement contracts that the Department of General Services ("DGS") may choose to make available to COSTARS Members. DGS has identified this ITQ as one which will be made available for COSTARS Members' participation.

a. Only those entities registered with DGS are authorized to participate as COSTARS Members in this Contract. A COSTARS Member may be either a local public procurement unit or a state-affiliated entity.

1. A "local public procurement unit" is:

- Any political subdivision (local government unit), such as a municipality, school district, or commission;
- Any public authority (including authorities formed under the Municipality Authorities Act of 1955 or other authorizing legislation, such as the Public Transportation Law or the Aviation Code);
- Any tax-exempt, nonprofit educational institution or organization;
- Any tax-exempt, nonprofit public health institution or organization;
- Any nonprofit fire, rescue, or ambulance company; and
- Any other entity that spends public funds for the procurement of supplies, services, and construction (such as a council of governments, an area government, or an organization that receives public grant funds).

The Department reserves the right to review and determine eligible applicants as Local Public Procurement Units on a case-by-case basis.

2. A state-affiliated entity is a Commonwealth authority or other Commonwealth entity that is not a Commonwealth agency. The term includes:

- The Pennsylvania Turnpike Commission;
- The Pennsylvania Housing Finance Agency;
- The Pennsylvania Municipal Retirement System;
- The Pennsylvania Infrastructure Investment Authority;
- The State Public School Building Authority;
- The Pennsylvania Higher Education Facilities Authority, and
- The State System of Higher Education.

The COSTARS Program is not available for use by Executive Agencies and Independent Agencies as defined by the Commonwealth Procurement Code, or any agency or entity using funds appropriated to the Department of General Services through Capital Budget Project Itemization legislation for the procurement of furniture, fixtures, and equipment.

3. A complete list of local public procurement units and state-affiliated entities that have registered with DGS and that are authorized to procure items from the Contract can be found at <http://www.costars.state.pa.us/SearchCOMember.aspx>.
- b. COSTARS Members have the option to purchase from this Contract, from any DGS contract established exclusively for COSTARS Members in accordance with the requirements of Section 1902, from any other cooperative procurement contracts, or from their own procurement contracts established in accordance with the applicable laws governing such procurements. The Contractor understands and acknowledges that there is no guarantee that a COSTARS Member will place an order under this Contract, and that the decision to procure from this Contract is within the sole discretion of each COSTARS Member.
  - c. DGS is acting as a facilitator for COSTARS Members who may wish to purchase under this Contract. COSTARS Members that participate in this Contract and issue purchase orders (“POs”) to Contractors are third party beneficiaries who have the right to sue and be sued for breach of this Contract without joining the Commonwealth or DGS as a party. The Commonwealth will not intervene in any action between a Contractor and a COSTARS Member unless substantial interests of the Commonwealth are involved.
  - d. COSTARS Members electing to participate in this Contract will order items directly from the Contractor and be responsible for payment directly to the Contractor.
  - e. Those Contractors electing to permit COSTARS Members to procure from this Contract shall pay the Required Administrative Fee applicable to the Contractor’s classification:

Contractor Classification	Required Administrative Fee
DGS-verified Small Diverse Business Contractor	\$166
DGS Self-Certified Small Business Contractor	\$500
All Other Contractor	\$1,500

1. Each Contractor electing to permit COSTARS Members to participate in the Contract must submit the COSTARS Program Election to Participate form with its bid submittal and pay the applicable Administrative Fee upon Contract award in order to sell the awarded items/services to COSTARS Members. If the Contractor is a Department of General Services Self-Certified Small Business or Department of General Services-verified Small Diverse Business, a copy of its active Small Business Contracting Program certificate must be included with the bid submittal.
2. At the beginning of each Contract year and upon any Contract renewal, the Contractor shall submit a check for the required amount, payable to “Commonwealth of PA”. The



Contractor must pay the Administrative Fee at each contract renewal date to continue to sell the awarded items/services to COSTARS Members.

- f. DGS has registered the COSTARS name and logo (together, the “COSTARS Brand”) as a trademark with the Pennsylvania Department of State. Therefore, the Contractor may use the COSTARS Brand only as permitted under in this Subsection.
1. The Contractor shall pay the Administrative Fee covering its participation in the program, including without limitation any use of the COSTARS Brand, for each year of the Contract period. The fee is payable upon Contract award and prior to the renewal date for each succeeding Contract period.
  2. DGS grants the Contractor a nonexclusive license to use the COSTARS Brand, subject to the following conditions:
    - The Contractor agrees not to transfer to any third party, including without limitation any of its subcontractors or Contractors, any privileges it may have to use the COSTARS Brand under this Contract.
    - The Contractor agrees not to use the COSTARS Brand to represent or imply any Commonwealth endorsement or approval of its products or services.
    - The Contractor is permitted to use the COSTARS Brand in broadcast, or Internet media solely in connection with this Contract and any other Contract with the Commonwealth under which it has agreed to make sales to COSTARS Purchasers. The Contractor may use the COSTARS Brand on business cards, brochures, and other print publications so long as the purpose is to identify the Contractor as a COSTARS vendor, and only so long as the required Contract fee is kept current.
    - Should this Contract terminate for any reason, the Contractor agrees promptly to remove the COSTARS Brand from any and all print and electronic media and to refrain from using the COSTARS Brand for any purpose whatsoever from the date of Contract termination forward.
    - The Contractor agrees to defend, indemnify, and hold harmless the Commonwealth of Pennsylvania and DGS from and against all claims, demands, liabilities, obligations, costs, and expenses of any nature whatsoever arising out of or based upon the Contractor’s use of the COSTARS Brand.
    - The Contractor agrees it has no property rights in the use of the COSTARS Brand by virtue of this nonexclusive license. The Contractor expressly waives any claims, including without limitation due process claims that may otherwise be available under the law in the event of any dispute involving these terms of use.
- g. The Contractor shall furnish to the DGS COSTARS Program Office a quarterly electronic Contract sales report detailing the previous quarter’s Contract purchasing activity, using the form and in the format prescribed by DGS. The Contractor shall submit its completed quarterly report no later than the fifteenth calendar day of the succeeding Contract quarter.
1. The Contractor shall submit the reports through the web-based COSTARS Contractors’ Gateway of the PA Contractor Portal at <https://paContractorportal.state.pa.us/irj/portal/anonymous> , Enterprise Applications. If a Contractor does not have access to the Internet, the Contractor shall send the reports, using the form and in the format prescribed by DGS, on compact disc via US Postal Service to

the DGS COSTARS Program Office, Bureau of Procurement, 6th Floor Forum Place, 555 Walnut Street, Harrisburg, PA 17101-1914.

2. For each PO received, the Contractor shall include on the report the name and address of each COSTARS-Registered Purchaser that has used the Contract along with the sales date, and dollar volume of sales to the specific Purchaser for the reporting period.
  3. DGS may suspend the Contractor's participation in the COSTARS Program for failure to provide the Quarterly Sales Report within the specified time.
- h. Additional information regarding the COSTARS Program is available on the DGS COSTARS Website at [www.costars.state.pa.us](http://www.costars.state.pa.us).
1. If the Contractor is aware of any qualified entity not currently registered and wishing to participate in the COSTARS Program, please refer the potential purchaser to the DGS COSTARS Website at [www.costars.state.pa.us](http://www.costars.state.pa.us), where it may register by completing the online registration form and receiving DGS confirmation of its registration. To view a list of currently-registered COSTARS member entities, please visit the COSTARS website.
  2. Direct all questions concerning the COSTARS Program to:

Department of General Services  
COSTARS Program  
555 Walnut Street, 6th Floor  
Harrisburg, PA 17101  
Telephone: 1-866-768-7827  
E-mail [GS-PACostars@pa.gov](mailto:GS-PACostars@pa.gov)

- i. **COSTARS Program Election to Participate.** If the Contractor is willing to sell the awarded items/services at the same prices and/or discounts, and in accordance with the contractual terms and conditions, to COSTARS members, the Contractor should complete and return the COSTARS Program Election to Participate form which is an attachment to this ITQ. If the Contractor is asserting that it is a Department of General Services Certified Small Business, the Contractor must submit its active certification.

**E. COSTARS Reporting Requirements.** If you checked "Yes" in Step 6 when developing your qualification bid for the ITQ contract, you agreed to participate in the Commonwealth's COSTARS program, and you are bound by the COSTARS Purchasers Provision contained within this Statement of Work. The requirement to report COSTARS sales to DGS' COSTARS Program Office is contained in Section E of the COSTARS Purchasers Provision. By agreeing to participate in the COSTARS program, you are required to report COSTARS sales to DGS on a quarterly basis. Even if you had no COSTARS sales, you must file a report.

COSTARS sales for the ITQ contract can now be reported through the automated COSTARS sales reporting system located on the COSTARS website. Information required will be your vendor number, contract number, date of sale, customer name and the amount of the sale. It is also recommended that you record the COSTARS Member ID number. Detailed instructions appear below.

The deadline for submitting sales information is the 15th day of the month following the end of the quarter. Failure to report COSTARS sales is in breach of contract, and may result in DGS suspending your participation in the COSTARS program.

Note: This system is to be used to record sales to COSTARS members ONLY! ZERO sales for a particular quarter must also be reported.

## INSTRUCTIONS FOR COSTARS SALES REPORTING FOR STATEWIDE CONTRACT CONTRACTORS

- Go to [www.dgs.state.pa.us/costars](http://www.dgs.state.pa.us/costars). ‘Click’ on the Contractors button.
- ‘Click’ on the COSTARS Contractors’ Gateway link on the right. Click on the State Contract link.
- Enter your Vendor Number to gain access to the system. When your Vendor Number is found, you will be taken to the Sales Reporting Authorization screen.
- Enter your first and last name. ‘Click’ Continue.
- You will be taken to the Sales Reporting Screen. Select from the Contract Number dropdown the Contract Number you want to report sales for and then ‘click’ the Continue button located next to it.
- To enter a new Sale or to report “No Sales this Quarter”, ‘click’ on the Insert button at the top left.
- Enter the Customer Name or part of the Customer Name into the Customer Search field. If you are reporting “NO SALES THIS QUARTER”, type NO SALES into the search field. ‘Click’ the Search button.
- Select the Customer Name from the dropdown list, or select NO SALES THIS QUARTER. To proceed, you will need to ‘click’ on the Continue button to the right of the list. The system will locate the Customer Name in the Members database and will pre-fill the Address and County fields for you.
- You will then enter a Sales Date and Sales Amount.
- ‘Click’ on the Save button. The data is saved and immediately accessible by COSTARS Program staff. For your convenience, there is also a Sales Reporting Manual – for Statewide Contracts in the Resource Center on this site. For additional assistance or questions, please call 1-866-768-7827.

**F. New Equipment.** Unless otherwise specified in this ITQ, all products offered by Contractors must be new or remanufactured. A 'new' product is one that will be used first by the Commonwealth after it is manufactured or produced. A 'remanufactured' product is one which: 1) has been rebuilt, using new or used parts, to a condition which meets the original manufacturer's most recent specifications for the item; 2) does not, in the opinion of the Issuing Office, differ in appearance from a new item; and 3) has the same warranty as a new item. Unless otherwise specified in this invitation for bids, used or reconditioned products are not acceptable. This clause shall not be construed to prohibit Contractors from offering products with recycled content, provided the product is new or remanufactured.

**G. Post-Submission Descriptive Literature.** The Commonwealth may, during its evaluation of the bids, require any Contractor to submit cuts, illustrations, drawings, prints, test data sheets, specification sheets and brochures which detail construction features, design, components, materials used, applicable dimensions and any other pertinent information which the Issuing Office may require in order to evaluate the product(s) offered. The required information must be submitted within

two (2) business days after notification from the Issuing Office. Failure to submit the required information prior to the expiration of the second business day after notification shall result in the rejection of the bid as non-responsive.

**H. Tie Bids/Quotes.** All tie bids/quotes will be broken by the Issuing Office.

**I. Prompt Payment Discounts.** Prompt payment discounts will not be considered in making an award. If prompt payment discounts are offered by any Contractor, however, the Issuing Office will take advantage of such offer.

**REQUEST FOR QUOTES (RFQ) PROCEDURES:** Commonwealth Agencies will issue an RFQ to qualified Contractors, through the Commonwealth's Custom Portal, powered by the JAGGAER system. Contractors will respond to the RFQ in the system. The requesting Agencies may require the qualified Contractors to furnish, upon request, additional documentation in the RFQ. The qualified Contractors selected for the RFQ process will receive a Purchase Order (PO) and will supply the service to meet the specific requirements as indicated in the RFQ.

Agencies will exercise a scoring method based upon the criteria set forth in the RFQ. The Scoring Methods are defined as follows:

- Best Value
  - Refers to the process of selecting the quote which provides the greatest value to the agency based on evaluating and comparing all pertinent criteria, including cost, so that the Contractor whose overall proposal best suits the agency's needs is selected for each individual project; and
- Low Cost
  - Refers to the lowest cost quoted from all proposals received that are deemed both responsive and responsible for the project.