**Soap Products and Accessories ITQ**

**Request for Quote**

**Technical Submittal**

1. **Statement of the Project.** [Agency 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. Cost. Contractor must complete and submit Attachment A, Cost Submittal with their pricing for the items identified in Attachment A and further described in Attachment B, Product Descriptions.
4. **Qualifications**.
5. **Requirements.** In response to this RFQ, contractor is required to upload all relative licensures, accreditations, narratives etc., specified below, under the Question tab, located in the JAGGAER. [Agency can build upon this criterion]
	* 1. Contractors must submit written certification from the manufacturer(s) stating that the soap materials they will provide through this ITQ Contract **will be** manufactured from beef tallow and coconut oil fatty acids and that they **will not** contain any fatty acids derived from pork.
		2. See detailed specifications of all items on Attachment A, Product Descriptions.
		3. Deliveries: Delivery shall be FOB destination to SCI Huntingdon. For security purposes, suppliers must coordinate deliveries with SCI Huntingdon, a minimum of 48 hours in advance. See Attachment C, DOC Delivery Requirements for special delivery requirements.
		4. Contractors are responsible for notifying the Commonwealth of discontinued items in a timely manner.  If a product is discontinued, the Contractor may propose an equivalent product in its place for the same price.  DGS and DOC shall determine if the proposed product is an equivalent.  If the Contractor cannot provide an acceptable equivalent product, DGS may remove the product from the contract.
6. **Experience.** Contractor must 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 criterion]

**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**