**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12103&utm_source=template-word&utm_medium=content&utm_campaign=RFQ+Government+Project+Template-word-12103&lpa=RFQ+Government+Project+Template+word+12103)Microsoft Word RFQ Government Project Template**

|  |  |  |
| --- | --- | --- |
| RFQ SUMMARY |  | |
| *Fields below are to be completed by the Issuing Party only.* | | |
| AGENCY NAME | Name | |
| AGENCY ADDRESS | Address | |
| RFQ RELEASE DATE | MM/DD/YY | |
| RFQ DUE DATE | MM/DD/YY | |
| CONTRACTING OFFICER (CO) | Name | |
| CO CONTACT INFO |  | |
| SOLICITATION NO. |  | |
| CONTRACT NO. |  | |
| PRE-SOLICITATION MEETING | Details of optional pre-solicitation meeting | |
| QUESTIONS |  | |
| 1. INTRODUCTION | | | |
| Content | | | |
| 2. BACKGROUND | |  | |
| Content | | | |

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| --- | --- |
| 3. GOALS AND OBJECTIVES | |
| Content | |
| 4. SCOPE |  |
| Content | |

|  |  |
| --- | --- |
| 5. REQUIREMENTS |  |
| Content | |
| **5.1 PRODUCT REQUIREMENTS** | |
| Content | |
| **5.2 REQUIREMENTS RELATED TO REGULATORY COMPLIANCE** | |
| Content | |
| **5.3 VENDOR ADMINISTRATION REQUIREMENTS** | |
| Content | |
| **5.4 PROGRAM REQUIREMENTS** | |
| Content | |

|  |  |
| --- | --- |
| **5.5 REPORTING REQUIREMENTS** | |
| Content | |
| ***5.5.1 MANAGEMENT REPORTS*** *Contractor shall provide monthly management reports on the (x) day of each month, containing:* | |
| ***METRIC*** | ***DESCRIPTION*** |
| TOTAL AGGREGATED SALES |  |
| TOTAL MONTHLY SALES |  |
| AVERAGE ORDER VALUE |  |
| SALES BY CUSTOMER |  |
| SALES BY CATEGORY |  |
| SALES BY PURCHASING CHANNEL |  |
| SALES BY PRODUCTS WITH SUSTAINABLE FEATURES |  |
| ACTIVITIES TO PROMOTE PURCHASES OF SUSTAINABLE PRODUCTS |  |

**5.5.2 USAGE REPORTS**

*Contractor shall provide monthly usage reports with data captured at the transactional level, containing the following, on the (x) day of each month:*

|  |  |
| --- | --- |
| ***1. PRODUCT IDENTIFICATION INFORMATION*** | |
| ***NAME*** | ***DESCRIPTION*** |
| Item description |  |
| Product Category |  |
| Manufacturer |  |
| Part Number |  |
| Contractor Part Number |  |
| Unit |  |
|  |  |
|  |  |
| ***2. PRODUCT PRICING INFORMATION*** | |
| ***NAME*** | ***DESCRIPTION*** |
| Quantity |  |
| Unit Price Paid |  |
| Extended Price |  |
|  |  |
|  |  |
|  |  |
| ***3. TRANSACTION INFORMATION*** | |
| ***NAME*** | ***DESCRIPTION*** |
| Transaction Number |  |
| Order Date |  |
| Fulfillment Date |  |
| Sales Channel |  |
| Payment Method |  |
| Delivery |  |
| Shipping |  |
|  |  |
|  |  |

**5.5.3 PERFORMANCE METRIC REPORTS**

*Contractor shall provide monthly performance metrics reports on the (x) day of each month:*

|  |  |
| --- | --- |
| ***1. Adherence to Delivery Schedule*** | |
|  | |
| ***2. Meeting Blanket Purchase Agreement Terms and Conditions*** | |
|  | |
| ***3. Ensuring Inventory Levels*** | |
|  | |
| ***4. Meeting Reporting Requirements*** | |
|  | |
| ***5. Product Damages and Returns*** | |
|  | |
| ***6. Sustainable Products*** | |
|  | |
| ***7. Customer Satisfaction*** |  |
|  | |

|  |
| --- |
| 6. TERMS AND CONDITIONS |
| Content |

|  |
| --- |
| 7. GOVERNMENT ADMINISTRATION CONSIDERATIONS AND RESPONSIBILITIES |
| Content |

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| --- |
| 8. METHODOLOGY FOR EVALUATION |
| Content |

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| --- |
| 9. COMPLIANCE CLAUSES |
| Content |

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| --- |
| 10. SUBMITTAL INSTRUCTIONS |
| Content |

|  |
| --- |
| 11. ATTACHMENT INFORMATION |
| Content |

|  |  |
| --- | --- |
| OFFEROR INFORMATION | |
| *Fields below are to be completed by the Offeror.* | |
| OFFEROR NAME | Name |
| POINT OF CONTACT (POC) | Name |
| POC EMAIL | Email |
| POC PHONE | Phone |
| QUOTE VALIDITY PERIOD | Start Date - End Date (MM/DD/YY) |
| TYPE OF FIRM | Description |
| OTHER REQUIREMENT |  |
| OTHER REQUIREMENT |  |

|  |
| --- |
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