

Here is a streamlined, compliant **Request for Quote (RFQ) template** for federal IT or professional services acquisitions. It aligns with FAR Part 13 (Simplified Acquisitions) or FAR Part 12 (Commercial Items), and can be adapted for **firm fixed price, T&M, or Agile-based contracts** (e.g., fixed price per iteration).

REQUEST FOR QUOTE (RFQ) TEMPLATE

RFQ Number: [Insert Number]

Issue Date: [MM/DD/YYYY]

Response Due Date/Time: [MM/DD/YYYY HH:MM ET]

Contracting Office: [Agency Name, Office Name]

Point of Contact: [Name, Email, Phone Number]

1. Description of Requirement

The [Agency Name] is seeking quotes from qualified vendors to provide [brief description of services/products], as described in the attached **Statement of Objectives (SOO) / Performance Work Statement (PWS)**.

The Government intends to award a [Firm Fixed Price / T&M / Hybrid] purchase order based on a **best value tradeoff** evaluation. This acquisition is being conducted under [FAR Part 13.5 / Part 12 / FAR Part 8 (if using GSA)].

2. Submission Instructions

Deadline: Quotes must be submitted via email to [insert email address] no later than the date and time indicated above.

Format: PDF format, not exceeding [XX] pages (excluding resumes and past performance).

Subject Line: RFQ #[XXX] – [Vendor Name]

Include the following in your response:

1. **Technical Approach**

- o Overview of how the vendor proposes to fulfill the objectives or tasks.
- o Proposed staffing, delivery timeline, and key assumptions.

2. Past Experience

- o 2–3 recent projects similar in size/scope, including client, contract number, period of performance, and outcome.

3. Pricing

- o Completed pricing table (see Section 4).
- o Include labor categories, hourly rates, or fixed price per iteration, as applicable.

4. Key Personnel Resumes

- o Resumes for proposed leads or key roles.

5. Certifications and Representations

- o Confirm active SAM.gov registration
- o Representations (FAR 52.212-3 or other as applicable)

3. Evaluation Criteria

The Government will evaluate responses based on the following criteria:

Factor	Description
Technical Approach	Soundness, clarity, and feasibility of proposed solution
Past Experience	Relevance and success of prior work of similar scope/complexity
Price	Reasonableness and realism of proposed pricing
Key Personnel (if applicable)	Qualifications and experience of proposed staff

4. Pricing Table (Sample)

CLIN	Description	Unit	Qty	Unit Price	Total Price
0001	Agile Iteration (2 weeks)	Iteration	12	\$_____	\$_____
0002	UX Research Sprint	Sprint	3	\$_____	\$_____
0003	Documentation and Transition	Lot	1	\$_____	\$_____
Total					\$_____

(Modify to fit your CLIN structure or ordering vehicle)

5. Contract Type and Period of Performance

- **Contract Type:** [Firm Fixed Price / T&M / Hybrid]
 - **Base Period:** [Start Date] – [End Date]
 - **Option Period(s):** [If applicable]
 - **Place of Performance:** [Remote, Onsite, etc.]
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6. Applicable Provisions and Clauses

The resulting order will incorporate the following by reference:

- FAR 52.212-1, Instructions to Offerors – Commercial Items
- FAR 52.212-4, Contract Terms and Conditions – Commercial Items

- FAR 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders
 - [Add others as applicable: 52.204-24, 52.204-25, etc.]
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7. Attachments

- Attachment A: Statement of Objectives / Performance Work Statement
 - Attachment B: QASP (if applicable)
 - Attachment C: Pricing Template (Excel optional)
 - Attachment D: Representations and Certifications
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Let me know if you'd like this formatted in a Word doc, tailored to a specific contract type (e.g., SBIR, 8(a), GSA), or embedded in a specific ordering vehicle (e.g., 8(a) STARS III, Alliant SB, CIO-SP4).