

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:

<b>Factor</b>	<b>Description</b>
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	\$_____	\$_____
<b>Total</b>					\$_____

*(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.]
- 

## 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.]
- 

## 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
- 

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).