

Quick Quote Process

EFFECTIVE: August 1, 2016

Purpose: An expedited means of providing quotes to prospective commercial customers.

Eligibility Parameters:

1. Commercial work only (i.e. no government funding involved at any level).
2. Total amount quoted (including options) is less than \$75,000.
3. SR's current version of Terms and Conditions must be included with and incorporated into the quote.
4. All Quick Quotes must be signed by the Vice President of the operating division submitting the quote or in the absence of such Vice President, the Director of Contracts.

Other Requirements:

1. A Proposal Number must be obtained for all Quick Quotes via the PIRS I system.
2. All Quick Quotes must be submitted into the PIRS II system for approval of regulatory and other aspects and the PIRS II information must be complete.
3. When a Quick Quote has been fully executed, it should be submitted to your assigned Pre-Award contracts partner for assignment of a Project Number.

Quick Quote Q & A

Updated: August 1, 2016

Q: What if the customer for which a quote is needed has previously negotiated Terms & Conditions or has a master services agreement in place with SR?

A: The Quick Quote process may still be utilized in this instance provided (i) the other Eligibility Parameters are met, (ii) you obtain written confirmation from your Pre-Award contracts partner that such previously negotiated Ts&Cs or MSA is in effect, and (iii) reference to such previously negotiated Ts&Cs or MSA is incorporated into the Quick Quote and such reference is approved by your Pre-Award contracts partner. Please note that additional steps may be required as advised by your Pre-Awards contracts partner.

Q: What if I am unsure whether the work being quoted is commercial or government?

A: The Quick Quote process should not be utilized, and our normal contract process should be followed.

Q: What if there are significant or unusual intellectual property issues related to the work being quoted?

A: Our Standard Terms and Conditions addresses IP in section 3; however, if you have questions or concerns as to whether this language is sufficient to address your situation, please contact our IP Department.

Q: What do I do if the prospective customer wants to negotiate the quote I submitted?

A: If the negotiation relates to SR's Terms and Conditions, you should contact your Pre-Award contracts partner for assistance. Any negotiation related to scope, price or schedule may be handled within the operating division provided the Eligibility Parameters are still met post-negotiation.

Q: What if modifications are needed after the Quick Quote is executed by the customer?

A: You should contact your Post-Award contracts partner for assistance.

Please submit additional questions regarding the Quick Quote process to [Director of Contracts](#) (x.2633)