**RFQ PROCESS\***

**What is an RFQ and when do I need one?**

A Request for Quotation (RFQ) is used when the specifications of a product, service, or software are already known and when price is the main or only factor in selecting the successful supplier.  A contract is awarded on the basis of price to the lowest responsive and responsible supplier however, no contract award will be made to the bidder with the lowest cost if the state entity determines the low cost bidder cannot clearly perform the contract requirements.

The requesting department must take adequate time to review and develop proposal requirements. The more detailed the proposal specifications, the more likely proposals will be detailed and accurate to meet the needs of the university.

**RFQ Timeline:**

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| **Description** | **Time\*\*** |
| Request Must Identify Need | Dependent Upon Requesting Department |
| Requesting Department Must Fill Out Solicitation Request Form | Dependent Upon Requesting Department |
| [Meet with Procurement Staff](https://doas.ga.gov/state-purchasing/seven-stages-of-procurement/all-7-stages) | Dependent Upon Requesting Department |
| Meet with All Vested Departments | 1 to 2 Weeks After Initial Meeting with Requesting Department |
| Requesting Department Must Allocate Funding Before Moving into Solicitation Development | Dependent Upon Requesting Department |
| Procurement Department Researches Needed Products and/or Services to Include Reviewing Previously Developed Solicitations, Other Issuing Agency Personnel, Industry Standards, etc.. | 1 to 2 Weeks |
| Collaborate Develop of Specifications, Scope of Work, Mandatory Questions1  | 1 to 2 weeks |
| Procurement Department Transposes Developed Specification Information into Appropriate Documents | 1 Week  |
| Procurement Department Receives Approval from Requesting Department and Acceptance by the Requesting Department | Dependent Upon Requesting Department |
| Procurement Department Publicly Posts the Solicitation | Minimum of 2 to 4 Weeks |
| Solicitation Evaluation by Requesting Department | Minimum of One Week; However, Dependent Upon Evaluation Committee |
| Contract Negotiation Process- Performed By Procurement Department | One to Two Weeks; However, Dependent Upon Bilateral Agreement of Terms |
| [Notice of Intent to Award](https://doas.ga.gov/state-purchasing/seven-stages-of-procurement/all-7-stages) (If Contract Value is Over $100,000.00)- Posted to Georgia Procurement Registry | 10 Calendar Days |
| [Notice of Award](https://doas.ga.gov/state-purchasing/seven-stages-of-procurement/all-7-stages)- Posted to Georgia Procurement Registry | 1 Day |
| Official Signing of Contract | 1 Week  |
| Notice to Proceed- Issuance of University Purchase Order (Contract Award) | Dependent Upon Requesting Department |
| Total Required Time-Frame to Issue Contract Award for Needed Products and/or Services | Two to Three Months |

**Below you will find a chart that simplifies the differences between an RFQ and RFP.**

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| --- | --- | --- |
| Requirement | RFQ | RFP |
| University Developed Specifications | Minimum specifications are developed by university personnel. You must indicate specifically what you want and the supplier cannot propose supplies or services that do not demonstrate the minimum specifications.  | University personnel must develop minimum specifications; furthermore, University Personnel must develop mandatory and mandatory scored questions to gauge the capabilities of the supplier |
| University Developed Evaluation and Award Process | The requesting department must review all responses to ensure supplier’s propose products and/or services that align with University posted requirements. Must award to the most responsive3 and responsible4 supplier that proposed the lowest cost.  | Must award to the most responsive3 and responsible4 supplier with the highest scoring proposal based upon evaluating the supplier’s response to University’s specifications, scope of work (SOW), mandatory1 and mandatory scored questions2 |

Notes:

1. “Responsive” To be considered responsive, the supplier’s bid must meet all of the identified specifications and requirements
2. "Responsible" means the supplier, whether a company or an individual, has appropriate legal authority to do business in the state of Georgia, a satisfactory record of integrity, appropriate financial, organizational and operational capacity and controls, and acceptable performance on previous governmental and/or private contracts, if any
3. “Mandatory Requirement” is a requirement that the supplier must meet to be eligible for contract award. A mandatory requirement can be qualification or performance requirement.
4. “Mandatory Scored Requirement” requires the supplier to meet a requirement but also to provide a response which is then graded.

\*This is only a guide. All time-frames shown are estimates. The decision of the solicitation type and processes structure shall be solely determined by the CSU Procurement Office.

\*\*All times are contingent upon the of rate of approved and returned documents