



Standard Work

Request for Quote (RFQ) Template

Arizona Department of Administration
State Procurement Office
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 Phoenix, AZ 85007

Document ID: RFQSP		Revision: 0
Best Practice (title):		RFQ Template Use
Who (actor):		Procurement Officer
Process Description and Scope:	The purpose of this procedure is to establish a standard process for using the RFQ Template which contains the minimum amount of information required by A.R.S. § 41-2535 and A.A.C. R2-7-D301 through R2-7-D303. The process is based on the requirements of the Arizona Procurement Code.	
Reference Documents:	Arizona Procurement Code , RFQ Template , Configuring Questionnaires and Item Grids QRG , Risk Management Insurance Module	

Frequency	Action		Action Detail
As needed	1	Update	Update any portion of the document that is highlighted in yellow or remove it entirely if it does not apply to the solicitation.
As needed	2	Add requirements	Add any Special Terms and Conditions required.
Once	3	Add attachments	Add any required attachments to the Financial Questionnaire in APP.
Once	4	Upload RFQ Solicitation Requirements	Upload the RFQ Solicitation Requirements as a single document in APP.