

RFQ CHECKLIST

This list represents items that should be included in an RFQ. More or fewer items may be required, depending on the project and the context in which the RFQ is issued.

Project Information and Response

Requirements

- Project Description and Schedule
- General Scope of Services Anticipated
- Response Due Date, Time and Address
- Any minimum size of project that must have been completed within a recent time period
- Any minimum company size required to respond
- Warranty response time required
- Maximum allowed distance from project site to responder's nearest office
- Criteria and weighting scheme to be used for scoring responses
 - CTS personnel on staff
- Selection schedule including short list, interview and final selection time periods

Information being requested:

General Company Profile

- Contact Information
- Number and type of full-time staff
- Corporate History
- Former Company Names
- Office performing work if not main office
- Licensing
- Product Representation, Certifications and Service Authorizations
- Facilities
- Test Equipment

Financial and Legal Information

- Balance Sheet
- Income Statement
- Average Gross Receipts Past 5 Years
- Trade and Bank Credit References with Release Form
- Dunn & Bradstreet, if available
- Bonding Capacity
- Performance Bond ever exercised?
- Projects ever not completed?
- Insurance Limits
- Recent and current litigation experience, both project and non-project related

Project-specific information

Project Experience

- Scope and Scale
- Dollar Value
- Similar Technology Applications
- Similar Vertical Markets
- Subcontractors used for installation, programming or other work on this project
- Current Company Workload
- Ability to Meet Schedule
- Project References

Proposed Project Team

Key Personnel (Primary and Alternate)

- Project Executive
- Project Manager
- Systems Designer
- Crew Chief/Superintendent/Lead Technician
- Systems Programmer
- Commissioning Agent
- Trainer
- Experience
- Length of Employment
- Certification and Licensing
 - CTS
- Other Individual Qualifications
- Current Individual Workload
- Other company information at the discretion of the responder, if desired

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