**Request for Quote Number:**

**Request for Quote Title:**

**Instructions: The RFQ process is based on award to the lowest responsive and responsible bid. One round of Cost Negotiations, known as a Best and Final Offer, may be obtained from all responsive and responsible bidders when the State Entity determines that costs for goods might be improved. The Issuing Officer will annotate the Date, and Select from the Drop Down Boxes next to Time: the Hour, and AM/PM EST. Once the form has been completed, the Issuing Officer will delete these Instructions and forward the form to all eligible suppliers.**

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| --- |
| **State Entity Name:** |
| **Issuing Officer Name:**   |  |  | | --- | --- | | **eMail Address:** | **Phone Number:** | |
| **Supplier’s Response Due By: (Date)       (Time):** |
| Mail to:  State Entity Name:  Attention:      , Issuing Officer  State Entity Address:  State Entity City, State and Zip Code: |

**The Supplier is hereby invited to provide their best and final offer response to cost negotiations. To participate, the Supplier must submit a revised bid response with improved pricing (or as otherwise instructed by the Issuing Officer with respect to identifying pricing improvements). There will not be further rounds of cost negotiations following this request; Suppliers should provide their most aggressive and improved pricing to ensure further consideration. The final responses received after the due date and time identified above will not be considered; the original bid response received will stand as their final response when a response is not provided. In the event of any discrepancy between correspondence and the due date and timeframe indicated on this form, the timeframe on this form will prevail.**

Supplier’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Printed Name

Printed Title Printed Title

Company Name Enter Company Name