

RFQ Class  
Scenarios

Evaluating Quotes...What If...?

1. You receive a quote that does not include all the documents required in the RFQ document.

Examples:

- No price sheet
- Missing copy of the warranty
- Missing questionnaire
- Missing signature page

2. The offered cost is conditioned on some limitation not discussed in the RFQ document.

3. A vendor started a draft response in IPRO, but did not submit.

4. The Quote appears to meet all of the RFQ requirements, but the agency SME does not believe the vendor can actually provide goods that meet the specifications.

5. You receive two identical quotes (not just cost, but supporting documentation as well).

6. You receive a quote after the closing time?

Examples:

- Shoved under the door after hours?
- Vendor says there were technical difficulties

7. Money issues

Examples:

- Low quote over DPA?
- All quotes over budget?

8. You discover problems with the specs AFTER the RFQ closes?

9. There is a mistake in the Quote

Examples:

- Obvious mistake (math error)
- Error in judgment (didn't realize there might be an award by line item)