



This is a request from the undersigned agency of the State of Oklahoma for a pricing quote for the project outlined below and pursuant to the statewide contract.

PROJECT SCOPE SUMMARY (general narrative of project needs and scope)

REQUIREMENTS (define specific project requirements)

DELIVERABLES (define products or work plan to be delivered)

Schedule of deliverables (indicate sequence of deliverables)

TIMELINE (anticipated completion timeline)

COSTS (how to be provided, i.e., turnkey/hourly by skill set/deliverables/milestones)

The supplier's response shall include:

1. A written narrative addressing their understanding and approach to address the project scope, deliverables, schedule and timeline.
2. A detailed list of costs, which may be either total project turnkey costs or hourly costs by skill set required as defined in the SOW, with a maximum annual or monthly spend contemplated.
3. If applicable, the skill sets and hours required of each to complete this project.
4. If applicable, resumes from associates to be assigned to this project.

This quote remains valid for 120 days from the date signed by the supplier named below.

SIGNATURES

This RFQ is hereby agreed to by:

Requesting agency name		Supplier name	
Address		Address	
Agency authorized representative name	Email	Supplier authorized representative name	Email
Agency authorized representative signature	Date	Supplier authorized representative signature	Date