UNIVERSITY OF ILLINOIS

REQUEST FOR QUOTE FORM INSTRUCTIONS

The Request for Quote Form is used to initiate contact with consulting firms and begins the process of outlining services, timelines, and other project details leading up to the ultimate purchase of services. The Request for Quote Form further specifies project details covered under the original scope of services approved by the Board of Trustees of the University of Illinois. Such details may include, but not be limited to, deliverables, assigned personnel, and tasks to be performed.**Important Note:** The request for quote form or any attachments, exhibits, or additional documents are not intended to and shall not change, add, delete, or modify terms incorporated in the contract.

1. **College/Department determines group/subgroup of desired services**

Review the service group tables and identify the group and subgroupof desired support. For example, SLA development is Group 5, Subgroup 4.

1. **College/Department determines consulting firm(s)**

Review the service group tables for a list of consulting firms that have been awarded contracts for each service. Select the consulting firm(s) from whom to request services.

1. **College/Department completes the Request for Quote Form**

Complete the Request for Quote Form with the required information, including:

College/Department Information (primary contact information)

* Service Group Information
* Group/Subgroup Information
* Task Order Description (This includes project details for the performance of service, including reports, milestones, etc.)
* Desired Project Start and End Dates (These dates are a preference and must take into account lead time needed for a purchase order to be issued.  Additionally, start and end dates will be contingent on the consulting firm's availability and will be finalized with the consulting firm previous to submitting a requisition.)
* Consulting Firm Information
* Name of Consulting Firm
* Contract Number

1. **College/Department emails the Request for Quote Form**

Email the completed Request for Quote Form directly to the consulting firm using the contact information in the consulting firm summary.

1. **Consulting Firm completes the Request for Quote Form**

The consulting firm completes the bottom portion of the Request for Quote Form, to include:

* Project Actual Start and End Dates
* Estimated Task cost
* A detailed description of the service(s) to be performed, deliverables, personnel to be assigned, and a schedule for performance of services
* Consulting Firm representative's signature and contact information

1. **Consulting Firm returns the completed Request for Quote Form**

The consulting firm returns the completed Request for Quote Form with any applicable attachments to the primary College/Departmental contact, as listed on the Request for Quote Form.

1. **College/Department submits Request for Quote Form in iBuy**

Login to [iBuy](https://webprod.admin.uillinois.edu/ssa/servlet/SelfServiceLogin?appName=edu.uillinois.aits.iBuyHelper) and click on the IT Consulting Contracts form located in the University Forms section of the iBuy Home/Shop page. ([Access instructions for new iBuy users, click here.](http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=913177)) Submit the iBuy form, attaching the completed Request for Quote Form and any other documents received from the consulting firm as an External Attachment in the External Info portion of the tab.

1. **iBuy form generates a requisition and purchase order**

The completed IT Consulting Contracts iBuy form automatically routes through the departmental approval queue, then to University Sourcing for approval and ultimately arrives in the University of Illinois Purchasing Division. The Purchasing Division issues a purchase order to the consulting firm. Important: IT consulting services can begin only after the consulting firm has received the purchase order.

1. **Consulting Firm receives payment**

Payment will be made upon completion of the service(s) detailed in the purchase order. The college/department requesting the purchase order will be responsible for the approval of invoices (using standard departmental procurement process).

UNIVERSITY OF ILLINOIS

Request for Quote Form

**College/Department Information**

College/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Contact (Individual requesting services): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Service Group Information**

Service Group/Subgroup Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Service Group/Subgroup Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Task Order Description (scope of project): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Desired Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Desired End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Consulting Firm Information**

Name of Consulting Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposal Information** (To be completed by consulting firm)

Project Start Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Project End Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scope of Service/Personnel assigned, including job titles, as appropriate: (attach detail, if necessary)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposal submitted by:**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Request for Quote form or any attachments, exhibits or additional documents are not intended to and shall not change, add, delete, or modify terms incorporated in the contract referenced above. The purpose of the Request for Quote form is to further specify project details covered under the original scope of services approved by the Board of Trustees of the University of Illinois. Such details may include but not be limited to deliverables, personnel assigned and tasks to be performed.

**NOTE:**

The Request for Quote form is not an authorization to begin services nor is the University under any obligation to pay for services outlined in the Request for Quote form. IT consulting services can only begin after the consulting firm has received a Purchase Order.