

Instructions for Use of Bid Templates

The RFP and RFQ templates posted on the OSP website are for use by agencies to assist in creating solicitations that will be issued *by the agency, not by OSP*.

For solicitations that will be issued by the agency:

1. Click on the documents you need and save them to your computer.
2. Note that you will need TWO documents for a complete solicitation:
 - a. Solicitation document
 - b. Response document
3. Add your information to the documents, following the directives in the comments. Be sure to remove any references to OSP by changing that information to your agency name and address, contact information, bid number, etc.
4. **Read the entire document.** The standard language may not be applicable to your specific bid, and may require adjustments. However, keep in mind that many terms and conditions are based on procurement law or established procurement directives, and cannot be changed. If you have questions, contact OSP for guidance.
5. Please note that the template language will be periodically updated by OSP. To have the most up-to-date template, go to the website link to save the current template for each RFP or RFQ you issue.

For agency solicitations that will be issued by OSP:

1. Do not use this template for a solicitation that will be issued through OSP. OSP will create the bid documents with the information you provide.
2. Send OSP only the information that will need to be plugged into the solicitation, mainly:
 - a. Comprehensive set of requirements/specifications/vendor qualifications
 - b. Performance Standards for services
 - c. Evaluation information/questions for the response document