## STEP 1: SCOPE OF WORK

**Creating a Scope of Work:** Your Scope of Work should be clear and succinct.What is needed to know in order to make understanding of the required good or service more complete? What do you hope to accomplish? What are your overall goals and objectives (provide a bulleted tiered listing), materials needed to perform as known at this time. Objectives should provide an overview of the tasks to be completed with this project. Include any constraints or issues you foresee happening (i.e. Product requires inside delivery and must be provided in 50 gallon drums, etc…). Define the required or desired turnaround times after receipt of order (ARO).

**Scope of Work:** Introduce the required good or service and describe its end use. Provide a brief background of any information that is important to understand in order to provide the good or service. General description of the project.

**Example:** *The City of Roswell is seeking quotes for LED Display Board rental services for City sanctioned events in 2022. Events will be within City Limits. The successful Offeror must be able to provide deliver, set up and takedown LED display board(s) as directed by the City. In accordance with City’s terms and conditions, no minimum is guarantee is expressed or implied as to the total quantity of LED Display Board(s) rentals needed for events. Offeror shall submit pricing through Bonfire Portal. Prices should include all costs associated with rental services.*

**Specifications:** Set parameters and explainhow you are measuring or quantifying the requested goods/services being delivered such as: size, composition, quantity and packaging, make and model, plans, performance parameters, codes / standards, installation requirements, operating requirements, quality assurance.

**Examples:**

***RENTAL SPECIFICATIONS***

***Display Board Dimension Requirements:***

* ***Dimension of LED Screen:*** *7’ x 12’*
* ***Picture Resolution:***
  + *324 Pixels High x 528 Pixels Wide*
  + *10 mm - RGB LED*
* ***Audio:*** *Two (2) outdoor rated speakers per board*
* ***Structure (mobile):*** 
  + *360 degree turn radius of LED Screen*
  + *Hydraulic lift with maximum height of 9’ from ground to bottom of board*
  + *Footprint of display board must not exceed 10’ x 10.’*
* ***Power Source:*** *fueled power “whisper” generator.*

## STEP 1: SCOPE OF WORK (CONT’D)

***SET-UP/DELIVERY SPECIFICATIONS:***

*The City’s Project Manager, or their designee, will coordinate with Supplier’s representative to schedule pick-up and delivery of items for each event; Supplier will be required to provide a point of contact for scheduled pick-up/delivery. Upon arrival to event location, Supplier must contact City’s Project Manager, or their designee, in order to coordinate delivery. Screens must be delivered two hours prior to commencement of events.*

## Special Terms / Conditions not in PO (IF APPLICABLE): Are there any special conditions like insurance, special timeframes, insurance, etc?

**Examples:**

* *One (1) Operator must be present for the duration of the show to manage set up, operation, and break down of display board.*
* *Items can only be delivered prior two hours before event begins.* 
  + *Event begins at 5:00 PM EST*
* *Estimated equipment needs for 2022 is seven (7) screens.*
* *City of Roswell Staff must be present at all times to supervise delivery.*

**Proposal and Vendor Requirements:**

### Deadline for submittal: Identify the deadline with a date and time where a vendor can submit a proposal for staff consideration and how it should be submitted.

**Example:** *Deadline for submission is March 1, 2022 at 5:00PM EST and it must be submitted via email to [insert your/project manager’s email]*

* **Deliverables:** What do you expect to receive document-wise and information in order to make a decision on which Offeror is the best fit?

**Examples:**

* *Proposal must have prices that include all costs associated with purchase including delivery fees (if applicable).*
* ***Proposed product Specs and material safety data sheets must be provided***
* *W-9 is required,* ***IF*** *you are a new supplier to the City* ***OR*** *Offeror’s W-9 has recently change.*
  + *Proof that Offeror can insurance delivery (see “Special Conditions”).*

## STEP 1: SCOPE OF WORK (CONT’D)

### Experience and Qualifications (IF APPLICABLE): [Insert any required elements…i.e. if delivery is of a dangerous chemical there may be special licensing or if the work has an electrical component a state electrician license may be required…you may also want to limit to those suppliers with x# of similar projects completed, etc…do not unduly limit competition.]

**Examples:**

* + ***Offeror must provide the City with three (3) reference projects of similar size and scope that include event name, client name and contact information.***
* *The supplier must have \_\_\_\_\_\_\_\_\_\_\_\_ Certifications and backgrounds in \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_.*

### Additional Attachments (IF APPLICABLE): If attachments that are relevant to project are needed, please make list so vendor can see what you will be providing:

1. *Aerials/Floor Plans*
2. *W-9 Form*
3. *E-verify*
4. *[Other Documents/Forms]*

**STEP 1 EXAMPLE: SCOPE OF WORK**

**EXAMPLE**

**RFIQ SCOPE OF WORK**

**LED DISPLAY BOARD RENTAL SERVICE FOR CITY SANCTIONED Events**

**SCOPE OF WORK:**

The City of Roswell is seeking quotes for LED Display Board rental services for City sanctioned events in 2022. Events will be within City Limits. The successful supplier must be able to provide deliver, set up and takedown LED display board(s) as directed by the City. In accordance with City’s terms and conditions, no minimum is guarantee is expressed or implied as to the total quantity of LED Display Board(s) rentals needed for events. Supplier shall submit pricing through Bonfire Portal. Prices should include all costs associated with rental services.

**RENTAL SPECIFICATIONS:**

**Display Board Dimension Requirements:**

* **Dimension of LED Screen:** 7’ x 12’
* **Picture Resolution:**
  + 324 Pixels High x 528 Pixels Wide
  + 10 mm - RGB LED
* **Audio:** Two (2) outdoor rated speakers per board
* **Structure (mobile):** 
  + 360 degree turn radius of LED Screen
  + Hydraulic lift with maximum height of 9’ from ground to bottom of board
  + Footprint of display board must not exceed 10’ x 10.’
* **Power Source:** fueled power “whisper” generator.

**SET-UP/DELIVERY SPECIFICATIONS:**

The City’s Project Manager, or their designee, will coordinate with Supplier’s representative to schedule pick-up and delivery of items for each event; Supplier will be required to provide a point of contact for scheduled pick-up/delivery. Upon arrival to event location, Supplier must contact City’s Project Manager, or their designee, in order to coordinate delivery. Screens must be delivered two hours prior to commencement of events.

**SPECIAL CONDITIONS NOT IN PO:**

**EXAMPLE**

* One (1) Operator must be present for the duration of the show to manage set up, operation, and break down of display board.
* Items can only be delivered prior two hours before event begins.
  + Event begins at 5:00 PM EST
* Estimated equipment needs for 2022 is seven (7) screens.
* City of Roswell Staff must be present at all times to supervise delivery.

**PROPOSAL AND VENDOR REQUIREMENTS:**

* **Proposal Requirements:**
  + Deadline for submission: **March 1, 2022 at 5:00PM EST**
  + Proposal must be submitted via email to [name@roswellgov.com](mailto:name@roswellgov.com)
  + Prices should include all costs associated with purchase including delivery fees (if applicable).
  + **Proposed product Specs and material safety data sheets must be provided**
  + W-9 is required, **IF** you are a new supplier to the City **OR** Offeror’s W-9 has recently change.
  + Proof that Offeror can insurance delivery (see “Special Conditions”).
* **Vendor Requirements:** 
  + **Offeror must provide the City with three (3) reference projects of similar size and scope that include event name, client name and contact information.**

**CITY ATTACHMENTS:**

* W-9 FORM

## STEP 2: EMAIL TEMPLATE

## EMAIL SUBJECT: Request for an Informal Quote (RFIQ) – [Insert Project Title/Brief Purpose]

**Example:** Request for Informal Quote – LED Display Boards

**SENDING EMAIL:** It is very important that when sending an email that you are consistent. Suppliers should receive the solicitation around the same time. By sending the request around the same time, you are ensuring that everyone has approximately the same time to respond. There are two ways to submit a solicitation: (1) you can send an email to one vendor at the time **OR** (2) you can use the “BCC” feature (blind copy).

**TO:** You can send to one vendor at the time **OR** **TO:** Your Email Address **AND** **BCC:** Supplier(s)

**BODY OF EMAIL:**

* **Greeting:** Good Morning/ Afternoon
* **Purpose and Scope:** Copy information directly from Scope of Work

**Example:** The City of Roswell is seeking quotes for LED Display Board rental services for City sanctioned events in 2022. Events will be within City Limits. The successful Supplier must be able to provide deliver, set up and takedown LED display board(s) as directed by the City. In accordance with City’s terms and conditions, no minimum is guarantee is expressed or implied as to the total quantity of LED Display Board(s) rentals needed for events. Supplier shall submit pricing through Bonfire Portal. Prices should include all costs associated with rental services. **Please review the attached Scope of Work for full project details.**

* **Deadline for Submissions:** Identify the deadline with a date and time where a vendor can submit a proposal for staff consideration and how it should be submitted.

**Example:** Deadline for submission is March 1, 2022 at 5:00PM EST and it must be submitted via email to [insert your email address or project manager’s].

**CLOSING:** provide your contact reference

**Example:** If you have any questions, please contact me.

[Insert signature block or type your contact information]

**ATTACHMENTS:** don’t forget to attach Scope of Work and other documents (if applicable)

**Example:** W-9 Form

**STEP 2 EXAMPLE: EMAIL TEMPLATE**

**EXAMPLE**

