

**60A-1.043 Request for Quotes.**

(1) A Request for Quotes (RFQ) is an oral or written request issued by an agency, to a current term contract vendor. The Request for Quotes is not a competitive solicitation vehicle.

(2) Agencies may issue Requests for Quotes when making purchases from a term contract in order to seek additional competition or to determine whether a price, term, or condition more favorable to the agency is available. If at least two vendors are on the term contract and can provide the commodities or contractual services the agency seeks, the agency should solicit at least two (2) quotes, unless (i) the purchase is less than Category One, or (ii) the term contract specifically contains other RFQ requirements. All oral quotes should be appropriately documented, stating at a minimum the name of each responding vendor and the pricing and/or services information provided the vendor in response to the Request for Quotes. All requests for quotes received should be maintained in the purchase order file.

(3) After receiving quotes from multiple vendors, the agency shall base its contract decision on which vendor offers the best value, and shall document the purchase order file accordingly. Such documentation shall include justification for soliciting less than two quotes.

*Specific Authority 287.042(12) FS. Law Implemented 287.012 (23), 287.042(3)(g) FS. History–New 6-21-04.*