

QUESTIONNAIRE – GOODS

This form must be completed by the subject matter expert and submitted with the Request/DA1.

Please use as much space as you need to provide full, detailed information.

Agency	
Purchasing Representative	(name and email)
Subject Matter Expert(s)	(name and email)
Goods Being Purchased	
Suggested Solicitation Type	(RFQ, ITB, RFP or ITN)

Section 1 – Background

1. Provide a short description of the goods to be purchased.
2. How will the goods be used? (Include where they will be installed/operated, terrain, space/power constraints, etc.)
3. What is the desired outcome of this solicitation?
4. Have you purchased these types of goods before? If so: When? Any lessons learned? Vendors? Please provide previous solicitation and contract number.
5. What information do you have about the industry?
 - a. Is the vendor pool small or large/ local or national?
 - b. Is pricing volatile in this industry (e.g. paper pricing changes significantly on a frequent basis)? If so, please provide the source of your data (e.g. weblink).
 - c. What prices are other government entities paying for these goods? (Suggest checking against contract pricing in Ada County, State of Utah, NASPO ValuePoint, and other government entities).
 - d. Do you know of any industry/supply chain risks (e.g. recent steel tariffs)?
 - e. What is the typical lead time for these goods?
6. What is the agency's desired timeline for this solicitation? Are there any time constraints (e.g. deadline for funding, weather, use at a specific event, etc.)?
7. Provide the billing information for this purchase, including billing frequency, invoice/report requirements, agency contact information, etc.
8. If this purchase involves IT, did you get approval from ITS (if required)? If so, attach approval.

9. Are there any terms/acronyms that should be defined in the solicitation?
10. Are there any attachments (drawings, maps, etc.) that need to be included with the solicitation?

Section 2 – Requirements

11. Attach your specifications (or include at the end of the questionnaire). Be sure to include (at least):
 - a. Size/weight requirements/restrictions
 - b. Requirements necessary to meet the business need; make no assumptions
 - c. Industry standards that must be met
 - d. Be sure not to unreasonably restrict competition with your specifications
12. Are there any compatibility issues to consider? If so, describe.
13. What are the quantity requirements?
 - a. Is this a one-time purchase? What quantity?
 - b. Are you seeking an ongoing blanket purchase order? What is your historical spend (last 4 years?) Do you anticipate any increases or decreases in historical spend? How will goods be ordered/paid for (online? Pcard?)
 - c. Is there any chance you'll need more in the foreseeable future?
 - d. Do you need anything else related (e.g. accessories)?
14. What is your current budget for this purchase?
 - a. Do you anticipate any additional funding that might result in the agency wishing to purchase additional quantity?
 - b. Are there federal/grant funds involved?
15. Provide shipping/delivery information. (Consider who will be responsible for offloading, removing shipping materials. Is there a loading dock/equipment for unloading? Is advanced notice required?)
16. Is installation required? If so, describe.
17. What type of training and documentation (e.g. owners' manual) is required?
18. What type of ongoing service/support/maintenance will be required?
19. Are there any federal/state/local requirements or agency policies with which the Contractor must comply?

20. Are there any other requirements the Contractor must meet?

Section 3- Terms and Conditions

21. Acceptance: how long will you need to inspect the goods appropriately? Will you need any special inspection methods?

22. Warranty: What are your warranty requirements? Do you want a copy submitted with the bid?

23. Damages: What problems could occur if the goods are delivered late or do not function as required? How would the state be harmed? Are there any specific remedies you wish to include?

24. Price Adjustment (for BPOs): do you anticipate price adjustments over the life of the contract? Are there specific issues (e.g. fuel, paper, steel) that you expect to affect the price?

25. Insurance: What insurance types/levels should be required?

26. Other: Are there any other risks that should be addressed in the terms and conditions?

Miscellaneous

27. Is there any other information you want to share?