



# Quote-Request-Tool (QRT) Best Practices

## GWAC For IT Product Solutions

**Details, Details, Details!** – Often times we see an RFQ and it just simply does not have enough information for contract holders to respond. They see hundreds of these a day and sometimes it is hard for them to decipher exactly what it is you are looking for, so make sure you've provided them with enough information to respond. First, provide as much detail about the specific product as you can. If you know how much memory you will need for a laptop that is what they will need to know. If you are renewing maintenance, they will probably need to know the serial number(s) for the equipment you already have. It is better for you to be as descriptive as possible with your requirements to get the best responses.

**Just the right time!** – When your requirement is very complex, make sure you are giving the contract holders enough time to respond. If it has taken you 1 month to put your requirements together, chances are the Contract Holders will probably need more than 2 days to respond. The QRT default is set to 3 days, but you are encouraged to change that based upon your needs. Always keep in mind how complex your requirement is or the variety of the products you are requesting. Requests for products from multiple providers also require more lead-time, so you may want to keep that in mind.

**Equivalent is okay!** – If you have a specific brand that you requesting, that is fine. However, if you are just using the brand as a starting point, make sure you make it clear that you are willing to accept an equivalent configuration from a competing brand.

**Competition** – You may have a business size preference, and that is completely acceptable (example: you have decided to do a Small business set-aside using the SEWP contracts) On the other hand, if you do not have a business size preference, you may want to consider opening up the opportunity to all groups. The more companies you solicit, the better your chance of getting a response.

**In scope** – SEWP is an IT product solutions contract. We encourage customers to use us as an all-encompassing solution to their IT needs, including product-based services (warranty, maintenance, installation, training, etc). In some cases, not everything fits the scope of SEWP. If you are not 100% sure your opportunity is viable via the SEWP contract, just send an email to [help@sewp.nasa.gov](mailto:help@sewp.nasa.gov) and we will let you know if this is something our Contract Holders can offer.

**Micro-Purchase Orders** – The current micro-purchase threshold is typically under \$10,000. Fair opportunity is not required for orders where the total dollar amount is equal to or less than the micro-purchase limit. This limit is agency dependent, but typically between \$3,500 and \$10,000. If your order will be under the micro-purchase limit, you can just call a contract holder directly over the phone to place an order and there is no need for you to create an RFQ. You can also reference the Credit Card/Micro-purchases link under the Fast Access Menu at [www.sewp.nasa.gov](http://www.sewp.nasa.gov) for Points of Contacts/Direct ordering sites and other information to make Micro-purchase ordering easier.