



JOB ORDER REQUEST

Contract Description: Third Party Consulting
Solicitation Number: 5400015645

Job Location /Address:	
Using Governmental Unit:	
Project Name:	
UGU Contact Lead:	
Date of Issuance:	
Job Order Quote Due Date:	

DUTY TO INQUIRE. You are expected to examine this Job Order Request and its Exhibit(s) thoroughly and to request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements. Your failure to do so will be at your risk. You assume responsibility for any patent ambiguity in the Job Order Request that you do not bring to the UGU's attention.

UNBALANCED QUOTES. Your warrant that the price offered is not materially unbalanced between portions of the work. A quote is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to the State even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

DISCLOSURE OF CONFLICTS OF INTEREST OR UNFAIR COMPETITIVE ADVANTAGE. You warrant and represent that your Job Order Quote identifies and explains any unfair competitive advantage you may have in competing for the proposed contract and any actual or potential conflicts of interest that may arise from your participation in this competition or your receipt of a Job Order. The two underlying principles are (a) preventing the existence of conflicting roles that might bias a contractor's judgment, and (b) preventing an unfair competitive advantage. If you have an unfair competitive advantage or a conflict of interest, the state may withhold award of a Job Order. Before withholding award of a Job Order on these grounds, an offeror will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered. Without limiting the foregoing, you represent that your Job Order Quote identifies any services that relate to either the solicitation, this Job Order Request, or the work and that has already been performed by you, a proposed subcontractor, or an affiliated business of either.

SUBMISSION INSTRUCTIONS

The Statement of Work is attached as Exhibit 1. All JOQs must contain a detailed response to each item outlined in the Statement of Work and include:

- Proposed methodology/work plan
- Discrete tasks and deliverables
- Estimated project timelines
- Proposed personnel resources – designate the number of personnel resources and the personnel category type of each
- Proposed personnel resumes
- Number of hours for each type of personnel resource
- Itemized price by personnel category