

REQUEST FOR QUOTES: PROFESSIONAL SERVICES CONTRACT
St. Mary's County Public Schools

Purpose: Per Board of Education policy DJC, all purchases of \$5,000 - \$49,999 require that the requesting school or department obtain three competitive quotes to ensure that goods and services are acquired at the best possible cost. Competitive quotes for professional services may be obtained by posting a Request for Quotes ("RFQ") on eMaryland Marketplace, the state of Maryland's procurement site.

Instructions: To request that an RFQ be posted on behalf of your school or department, please provide the following information. Submit this form to the Purchasing Office (purchasing@smcps.org) and a member of the Purchasing team will contact you. If you believe that a competitive procurement for the requested services is impractical, please complete a "Sole Source Justification Form", available on the Purchasing Office website.

School/Department: _____

Point of Contact: _____

Describe the services required. Include date(s) required, location, timing and frequency. Attach additional pages if necessary.

List any specific qualifications/certifications/licenses required.

Provide the source of funds for this contract.