

# GUIDANCE FOR RESPONDING TO A SECOND CHANCE SOLICITATION UP TO \$100,000

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The following guidance is not meant to cover every area of the solicitation; it is simply a brief checklist before submitting your response.

## **Quote Sheet:**

- ✓ Fill in the Unit Price for each project code listed and fill out the vendor identification information at the bottom of the page. Electronic signatures are acceptable in the following format only:



## **Description/Statement of Work:**

- ✓ Outlines the statement of work for the services requested and any local needs required. Please read this section very carefully as this section details the requirements of the contract. You must meet all requirements to be eligible for award.

## **Purchase Order Terms and Conditions**

- ✓ Complete and return the Taxpayer Identification information.