

Extending an RFQ Using AFWay

Purpose: To keep an AFWay Request for Quote active in the customer's queue so the RFQ and solution do not expire where user visibility is lost. This is useful for end of year buying or when other circumstances warrant the need for a quote to remain longer in the system. This does not affect business processes; it is a method to make the AFWay application better suit user needs.

Need: Customers must have an expedient method of having a preplanned RFQ ready for execution. Although most vendor quotes will only be good for 30 days, per discussions with the vendors, a previous quote is easier to update. The AFWay approval process has also been accomplished thus reducing the lead time. With vendor quotes at hand, the customer can work directly with the vendors who submitted quotes.

Customer Actions

In the "Description" block of the RFQ, annotate this requirement is in anticipation of future funding. Request that vendor quotes be valid for up to sixty (60) days.

Additional recommended verbiage: All requirements are subject to availability of funds. Funds are not presently available for this requirement. The government's obligation under this requirement is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the government for any payment may arise until funds for this contract are available and until the contractor receives notice of such availability to be confirmed in writing by the Contracting Officer.

Complete your normal actions for your RFQ. When submitting the RFQ, the "Desired Delivery Date" should be set to 1 Oct 2015 for end of year anticipated purchases. For other situations, select a date that is forwards enough to meet your needs. The "Desired Delivery Date" is normally set by the last person in the approval chain such as the GPC Holder or Contracting Officer.

Select the desired date for delivery of the products you are requesting. Enter the quantity requested. Enter the anticipated price for the item(s) requested. This amount is used to help verify funding is available for this request. When finished click the 'Submit RFQ' button.

Desired Delivery Date:
(mm/dd/yyyy) Month: Day: Year:

Quantity Requested:

Anticipated Price:

AFWay will keep this RFQ in the customer's queue for 30 days after, as in this case, Oct 31, 2015.