BUSINESS SUBMISSION FORM

CONTRACT NUMBER: ***INDEX NUMBER:***

UNSPSC NUMBER: ***ITEM NUMBER:***

VENDOR NUMBER:

PRODUCT NAME/SERVICE TYPE:

SERVICE SITE (IF APPLICABLE):

PROCUREMENT LIST PRICE (TOTAL CONTRACT DOLLAR AMOUNT): $

CONTRACT TERM (DATES):

Comment [kd1]: CONTRACT NUMBER: OPCRP WILL COMPLETE

Comment [kd2]: INDEX NUMBER : FIND ON CURRENT CONTRACT

Comment [kd3]: UNSPSC NUMBER: OPCRP WILL COMPLETE

Comment [kd4]: ITEM NUMBER: FIND ON CURRENT CONTRACT

Comment [kd5]: VENDOR NUMBER: CRP/AGENT VENDOR NUMBER

Comment [kd6]: DESCRIBE PRODUCT/SERVICE

Comment [kd7]: SITE ADDRESS

Comment [kd8]: TOTAL PRICE

Comment [kd9]: EFFECTIVE DATES (XX-XX-2009 – XX-XX-2010)

QNA:

QNA – CONTACT NAME:

QNA – CONTACT E-MAIL ADDRESS:

QNA – ADDRESS:

QNA – PHONE NUMBER:

QNA – FAX NUMBER:

QNA VENDOR NUMBER:

AGENT (IF APPLICABLE):

AGENT – CONTACT NAME:

AGENT – CONTACT EMAIL ADDRESS:

AGENT – ADDRESS:

AGENT – PHONE NUMBER:

AGENT – FAX NUMBER:

AGENT VENDOR NUMBER:

Comment [kd10]: CRP

Comment [kd11]: CRP CONTACT

Comment [kd12]: CRP E-MAIL

Comment [kd13]: CRP ADDRESS

Comment [kd14]: CRP PHONE #

Comment [kd15]: CRP FAX #

Comment [kd16]: CRP VENDOR #

Comment [kd17]: AGENT ONLY

Comment [kd18]: AGENT CONTACT

Comment [kd19]: AGENT E-MAIL

Comment [kd20]: AGENT ADDRESS

Comment [kd21]: AGENT PHONE

Comment [kd22]: AGENT FAX

Comment [kd23]: AGENT VENDOR #

ORDERING OFFICE NAME:

ORDERING OFFICE CONTACT NAME:

ORDERING OFFICE ADDRESS:

ORDERING OFFICE PHONE NUMBER:

DATE OF ORDERING OFFICE APPROVAL:

DESCRIPTION OF WORK PERFORMED BY QNA:

PERCENTAGE OF DIRECT LABOR BY PERSONS WITH W/L DISABILITIES:

%

WORK AVAILABLE TO PERSONS WITH WORK/LIMITING DISABILITIES (IN FTEs): FTEs

DATE OF LAST PREVAILING WAGE SURVEY:

PREVAILING WAGE RATE: $

WORKERS ARE PAID:

- ☐ COMMENSURATE WAGE
- ☐ AT LEAST MINIMUM WAGE
- ☐ PREVAILING WAGE

PAYROLL TAX RATE:

FRINGE BENEFIT RATE: %

Comment [kd24]: CUSTOMER

Comment [kd25]: CUSTOMER CONTACT

Comment [kd26]: CUSTOMER ADDRESS

Comment [kd27]: CUSTOMER PHONE

Comment [kd28]: CUSTOMER APPROVAL DATE

Comment [kd29]: DESCRIBE WORK

Comment [kd30]: PERCENTAGE FOR CONTRACT

Comment [kd31]: FTE = 2080 HOURS ANNUALLY

Comment [kd32]: DATE

Comment [kd33]: USE INFORMATION FROM PREVAILING WAGE SURVEY

Comment [kd34]: CHECK APPLICABLE BOX

Comment [kd35]: ENTER ACTUAL PAYROLL RATE

Comment [kd36]: ENTER ACTUAL FRINGE BENEFIT RATE