

SCOPE OF WORK
REQUEST FOR QUOTATIONS
MPA #486 – MINI-BID: LEAN PROCESS IMPROVEMENT SERVICES

REQUEST FOR QUOTATIONS

This is a request for quotations to provide Lean Process Improvement Services for the _____ . Vendors listed on MPA #486 must submit a lump-sum, fixed fee for this project as defined in the scope of work below.

Submissions are due by _____. Please submit proposals in hard copy or in pdf format by mail or email to:

Please be advised that _____ is not responsible for electronic data transmission errors; if using email, please confirm receipt of your proposal. Prices quotes in the Master Price Agreement are maximums: vendors may and are encouraged to submit lower quotes, keeping in mind that this is a competitive selection process.

SCOPE OF WORK

This proposed Scope of Work (Scope) describes the tasks to be performed by a Master Price Agreement #486 vendor for Lean Process Improvement Services. The _____ seeks to undertake a Lean Process Improvement for _____.

A. BACKGROUND OF THE PROJECT

B. OBJECTIVE(S)

C. VENDOR'S TASKS

Based on MPA #486, the vendor will provide the following Lean Process Improvement Services:

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The tasks outlined above represent a minimum of _____. The _____ may work with the selected vendor to modify individual session lengths (i.e. performing two half day sessions instead of a full day session), provided that the same number of hours are attained.

D. DELIVERABLES

The selected vendor will assist facilitators to develop the following:

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The selected vendor will be responsible for working with the designated _____ facilitator on the following:

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E. TIMELINE

The state agency expects this work to be completed by _____. Below is a recommended timeline.

Task	Date Options

F. DEPARTMENT RESPONSIBILITIES

1. The state agency has designated _____ employees for extensive training within standard business hours to participate in the Lean Process Improvement.
2. The state agency will provide meeting space and dedicate sufficient employees for a Kaizen event.
3. The state agency will provide a facilitator team of two to three staff members to lead the events and to conduct follow-up activities to close gaps after the conclusion of the Kaizen event.

G. DESIGN CONTROL

The state agency is wholly responsible for the control of the designed process and the associated deliverables. All design changes or substitutions will be given to the contractor in writing.

SUBMISSION REQUIREMENTS

A. QUOTES

Quotations shall provide lump-sum, fixed-fee for the indicated amount of services, and may include estimates of additional tasks timetables to improve the outcomes, provided there is an explanation of the improvements that will be achieved.

B. INFORMATION

Vendors must provide their contact information, including name, mailing address, telephone number, email address, and the name of the contact person responsible for the project.

C. EXPERIENCE

Vendors should reference any demonstrated experience with _____. References may be contacted to ascertain the quality and integrity of a vendor’s prior performance, so references should be complete as possible, including listing of responsible individuals, clients, and telephone numbers.