

**Bureau of General Services
Division of Planning, Design & Construction**

SAMPLE LEGAL ADVERTISEMENT - RFQ

Instructions

- a) Provide the project-specific information in the highlighted text below and other text revisions as required.
 - b) Indicate the delivery address in the first paragraph for the entity meant to receive and manage the responses to this RFQ (this address is not necessarily the BGS address).
 - c) Provide a very brief scope of services in this advertisement, or none if the project title and other resources suffice.
 - d) Remove the highlighted color on the text when editing is complete.
 - e) Copy and paste the edited ad text into another Word document.
 - f) Arrange with BGS to post this ad, on the date first published in the newspaper, plus a detailed information sheet about the services solicited, on your website, the BGS website, or both websites.
 - g) Document receipt of RFQ responses by the stated deadline. Post the names of the responding firms, short-listed firms and ultimate selection on the website. The opening of RFQ responses is not a public access event.
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REQUEST FOR QUALIFICATIONS

The insert the name of the Owner- state agency, college or school administrative unit wishes to procure services to assist with project documentation for the State of Maine School Revolving Renovations Fund process. Qualifications packages are due at 1:00 p.m. on insert the due date at insert the address and contact person.

Responding firms must comply with the detailed *RFQ Information* on the insert Owner's name or Bureau of General Services website: insert Owner's website or <https://www.maine.gov/dafs/bgs/business-opportunities>