

How to Use This Pricing Spreadsheet

Step-by-step guide for buyers and vendors using the SRS Networks IT RFQ pricing template. The pricing sheet is on the next tab. Read this tab first.

COLOR-CODING LEGEND

	Yellow — Vendor or buyer fills in (input cell)
	Light gray — Auto-calculated formula (extended price, subtotal)
	Navy banner — Section header — do not edit
	Orange — Grand total row — auto-calculated, do not edit

BUYER WORKFLOW · Before sending to vendors

Step 1. Fill in Buyer Information section	Yellow cells on the Pricing tab. Project name, site count, contact, deadline, submission method.
Step 2. Adjust quantities in the Qty column	Update the Qty column for each line item to match your scope. If you don't know exact qty yet, write 'TBD per site survey'.
Step 3. Add or remove line items as needed	Right-click → Insert Row to add custom items. Extended price formulas auto-adjust. Don't break the formulas by inserting rows inside a section header.
Step 4. Save and distribute to vendors	Send as .xlsx (not PDF — vendors need to edit). Include your Section 9 RFP submission instructions. Set the same deadline as the RFP.
Step 5. Compare bids side-by-side after responses arrive	Build a comparison sheet that pulls Grand Total + each subtotal from each vendor file. Compare subtotals — not just grand totals — to spot scope omissions.

VENDOR WORKFLOW · When you receive this spreadsheet

Step 1. Open the file in Excel, Google Sheets, or LibreOffice Calc	Don't convert to PDF. The buyer needs the working .xlsx to compare bids side-by-side.
Step 2. Fill in unit prices in YELLOW cells only	Extended prices and section subtotals auto-calculate. Don't touch the gray formula cells.
Step 3. Add line items if your scope requires	Right-click → Insert Row inside the relevant section. The Total column formula will inherit. Note any insertion in the Notes column.
Step 4. Specify model numbers and manufacturers in the Notes column	For network hardware especially, name the specific model you're quoting (e.g., 'Meraki MS210-48LP, EnterpriseLicense3yr'). This eliminates ambiguity.
Step 5. Fill in the Vendor Information block at the bottom	Attach COI, BICSI certifications, references, and a sample as-built. Submit the completed .xlsx back to the buyer per their submission instructions.

COMMON MISTAKES TO AVOID

Sending the file as PDF

Vendors need the editable .xlsx to enter prices. Send the .xlsx; let vendors PDF their response only if you also want a sealed snapshot.

Leaving Qty blank with no note

Vendors will assume 0 and quote \$0 — or refuse to bid. If you don't know quantity, write 'TBD per site survey' in Notes.

Comparing only grand totals

The cheapest grand total often hides an excluded scope item. Compare subtotals section-by-section to spot the missing line.

Ignoring the change-order rate section

The hourly T&M rates in the Optional section apply when scope expands. Negotiate these BEFORE award, not during the project.

Letting vendors quote in 'lump sum' free text

Defeats the entire point of a standardized RFQ. Require the spreadsheet format or refuse to evaluate.

PRO TIPS FROM SRS NETWORKS

- Quote each cable category separately (Cat6 + Cat6A). Lets buyers compare a 'cheap path' vs the recommended spec.
- Surface mobilization fees explicitly. Vendors who bury mobilization in unit prices win on grand total but lose comparability.
- If you're a vendor: name your project manager in the Vendor Information section. PMs sell deals.
- Buyers: ask every vendor for a 30-min walkthrough of their pricing. Vendors who can't explain their numbers can't defend them either.

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IT RFQ Pricing Spreadsheet

Vendor pricing template for IT deployment projects. Buyer completes the yellow cells above the line; vendors fill in the yellow unit-price cells. See the Instructions tab first if you haven't already.

BUYER INFORMATION	
Project name	[Buyer fills in]
Site count	[e.g., 50 retail locations]
Buyer organization	[Your company]
Procurement contact	[Name, title, email, phone]
Response deadline	[e.g., Friday MM/DD/YYYY 5:00 PM Pacific]
Submission method	[e.g., Reply-all to procurement@yourcompany.com with completed .xlsx]

Line Item	Qty	Unit	Unit Price	Extended	Notes / Model / Spec
Structured Cabling — Materials					
Cat6A UTP, plenum, 1000 ft box		box			— Specify manufacturer + part #
Cat6 UTP alternate, plenum, 1000 ft box		box			— If buyer permits Cat6 in lieu of Cat6A
OS2 single-mode fiber, 12-strand, plenum		ft			— Backbone — specify mfr + jacket rating
OM4 multi-mode fiber, 12-strand, plenum		ft			— Specify mfr + jacket rating
Cat6A keystone jacks, RJ45		each			— Specify mfr + color
Cat6A patch panels, 48-port modular		each			— Specify mfr + part #
LC duplex fiber LIU panel, 24-port		each			— Specify mfr + part #
Faceplates, 2-port, white/ivory		each			— Specify mfr + color
J-hook, 2-inch, BICSI-listed		each			— Pathway — specify mfr
Cable labels (per drop) + label printer		lot			— Brady or Panduit recommended
Structured Cabling — Materials — Subtotal					—

Cabling Labor					
Pull labor — open ceiling / accessible tile		drop			— Quote per drop, standard hours
Pull labor — hard ceiling / cinder block		drop			— Premium for restricted pathway
Termination labor — copper		drop			— Includes keystone + patch panel both ends
Termination labor — fiber LC		strand			— Includes fusion splice + LIU connection
Fluke DSX-8000 certification — per drop		drop			— Per-link cert; PDF + .flw deliverable
OTDR testing — per fiber strand, both ends		strand			— Bi-directional trace
Re-test labor (if failure)		drop			— Quote hourly or per drop
Cabling Labor — Subtotal					—

Network Hardware					
Access switch — 48-port PoE+		each			— Specify model (e.g., Meraki MS210-48LP)
Wireless access point, indoor		each			— Specify model (e.g., Meraki MR46)
Wireless controller (if applicable)		each			— Specify model + license tier
UPS / network rack PDU		each			— Specify model + capacity
Hardware install + base configuration labor		each			— Per device, standard hours
Network validation / cutover labor		site			— Includes pre-cut and live cutover
Network Hardware — Subtotal					—

Project Management

Single dedicated PM — full project		project		—	Named PM, single point of contact
Pre-deployment site survey — per location		site		—	Walk-through + verification
As-built documentation package		site		—	Floor plan, port map, riser, photos
Project closeout package		project		—	Within 10 business days of substantial completion
Project Management — Subtotal				—	

Mobilization + Travel					
Project-wide mobilization fee		project		—	One-time, kickoff through first site
Per-site mobilization fee		site		—	Truck roll, crew dispatch per location
Travel + per-diem (if any)		site		—	Specify policy (driving radius, hotels, etc.)
Mobilization + Travel — Subtotal				—	

Optional / Change-Order Rates					
After-hours premium multiplier		x		—	e.g., 1.25 = 25% premium for off-hours
Weekend premium multiplier		x		—	e.g., 1.5 = 50% premium for weekend
T&M hourly rate — BICSI low-voltage tech		hr		—	Out-of-scope / change-order labor
T&M hourly rate — project manager		hr		—	Out-of-scope / change-order labor
<i>Reference rates — not summed into the grand total; applied only when change orders are issued.</i>					

GRAND TOTAL — Fully Loaded Project Cost —

VENDOR INFORMATION	
Company legal name	[Vendor fills in]
Primary contact	[Name, title, email, phone]
Years in business	[e.g., 28 years (since 1996)]
Geographic coverage	[e.g., 48 contiguous US states]
Field tech bench	[e.g., 40 W-2 BICSI-certified field techs]
W-2 vs subcontractor mix	[e.g., 90% W-2, 10% subcontracted]
Insurance attached	[Yes / No — attach COI with response]
Certifications attached	[BICSI RCDD, OSHA 10/30, mfr certs]
References attached	[Min. 3 similar-scope references from past 24 months]
Sample as-built attached	[Yes / No — attach 1 sample as-built]