



Request for Quotes (RFQ) Template

Secure Enterprise Browser Platform (SEBP)

Request for Quotes (RFQ)

[Insert RFQ Title]

[Insert Entity Name]

[RFQ Number: Insert Number]

1. Introduction

[Insert Entity] is issuing this Request for Quotes (RFQ) to establish a Contract Award with a qualified Contractor capable of providing a **Software-as-a-Service (SaaS)** solution meeting the functional, security, performance, and integration requirements outlined herein.

The resulting Contract Award may be used by **[insert scope—e.g., enterprise-wide, state agency, local governments, educational institutions etc.]** (“Customers”).

Contract Term:

The Contract will have a base term of **[insert number of years: i.e. 1, 3, or 5]** with **[insert number of optional renewal periods]** of **[insert number]** years each.

ACS Ordering:

This RFQ is issued under Alternate Contract Source (ACS) **[Insert ACS identifiers]**, and all purchases under the resulting Contract Award must adhere to the ACS terms, conditions, and limitations.

PO-Based Purchasing:

Customers may issue **Purchase Orders (POs)** under this Contract Award. POs will specify the precise quantities, license tier, period of performance, and any Customer-specific configurations or services.

[Internal Note: ACS structures vary by jurisdiction. If ACS does not apply, delete this line.]

2. Optional: Background and Modernization Context

[Insert Entity] continues to expand its cloud and SaaS ecosystem. Traditional perimeter tools are insufficient for a workforce operating primarily in the browser. This procurement supports the broader effort to:

- Reduce cyber risk associated with browser-based work
- Prevent unauthorized data access or movement
- Improve visibility across user sessions
- Enforce consistent policy across device types
- Support compliance with frameworks such as **[Insert: NIST, FedRAMP (and level), TX- RAMP (and level), COV RAMP (and level), CJIS, HIPAA, etc.]**

[Internal Note: Include this section when procuring category-specific modern SaaS tools (SEBP, IG, etc.).]

3. Description of Purchase

[Insert Entity] seeks a Contractor to provide a [Insert SaaS platform description], supporting:

- Centralized policy enforcement
- Secure workforce access
- Identity-aligned controls
- Browser/session-based visibility (if SEBP)
- Administrative efficiency

SECURE ENTERPRISE BROWSER-SPECIFIC LANGUAGE:

When procuring a Secure Enterprise Browser Platform (SEBP), include:

- Browser-level policy enforcement
- Data protection controls (copy/paste, screenshots, file controls)
- Managed + unmanaged device visibility
- Administrative dashboards
- Zero-trust session controls

[Internal Note: Delete if modifying this template for a SaaS purchase that is not an SEBP.]

4. Contract Award (ACS + PO Structure)

1. The Contract Award will be established under ACS [insert ACS details].
2. Customers may place orders through **POs**, referencing the Contract Award number.
3. Pricing under the Contract Award must be **at or below** the pricing submitted in response to this RFQ.

Customers may acquire the SaaS Solution directly or through jointly bidding vendors (e.g., SaaS vendor + managed service provider).

5. Term

The Contract Award's initial term is [insert term], subject to ACS limitations.

Each Customer-issued PO will specify its own performance term and renewal structure consistent with the Contract Award.

6. Scope of Work

The Contractor shall provide a complete SaaS Solution, including onboarding, training, hosting, support, reporting, and configuration assistance.

6.1 SaaS Solution Requirements

The Solution must:

- Operate fully as SaaS (no customer infrastructure required)
- Support identity integration (Single Sign On, Multi-Factor Authentication, Role-Based Access Controls)
- Provide configuration without custom code
- Support **[select multi-tenant / single-tenant / both single and multi-tenant]** architecture
- Provide administrative dashboards
- Support audit logging and event export
- Meet the functional requirements in Attachment A

Include For Secure Enterprise Browser Example: Endpoint Requirements

- Must support Chrome, Edge, and **[insert other browsers]** distributions
- Must support managed + unmanaged device enforcement

6.2 Security & Compliance

Choose one compliance standard (delete unused):

Option A — Require:

[Insert: NIST, FedRAMP (and level), TX- RAMP (and level), COV RAMP (and level), CJIS, HIPAA, etc.]

Option B — Accept equivalent controls.

Option C — No compliance requirement (low-risk SaaS only).

6.3 Scalability

The Solution must support **[insert expected user count]** and multi-agency growth.

6.4 Integrations

The Solution must integrate with:

- Identity provider: **[insert name of tool(s)]**
- SIEM/logging tools: **[insert name of tool(s)]**
- Ticketing/ITSM: **[insert name of tool(s)]**

6.5 Configuration (No Custom Code)

Policies and rules must be configurable through the administrative console.
No custom development shall be required for standard configuration.

6.6 Deployment & Hosting

The Solution must operate as SaaS as defined by **[insert definition, statute, code, regulation]**.

Internal Note: Remove hybrid/on-prem options; inconsistent with SaaS.

6.7 Performance & Availability

Monthly uptime must meet or exceed:

- ☐ 99.999%
- ☐ 99.99%
- ☐ Other: **[insert]**

6.8 Kickoff Meeting (Required)

Contractor shall conduct a kickoff meeting to:

- Confirm objectives
- Finalize timeline
- Assign roles
- Validate integration scope
- Establish communication cadence

6.9 Reporting Requirements

Contractor shall submit **[insert reporting cadence i.e. weekly/monthly/quarterly]** reports including:

- Usage & adoption trends
- SLA compliance
- Integration health
- Policy enforcement data
- Security-relevant events (SEBP-specific, if applicable)
- Recommendations for improvement

6.10 Optional Services

Contractor may offer optional services:

- Policy advisory services
- Managed administration
- Additional integrations
- Quarterly health checks
- Training refreshers

7. Deliverables

Deliverable	Description	Due Date	Financial Consequence (Optional)
Implementation Plan	Tasks, owners, timeline	<i>[Insert Date]</i>	<i>[Insert penalty]</i>
Functional Requirements Validation	Confirmation of mandatory features	<i>[Insert Date]</i>	<i>[Insert penalty]</i>
Training Program	Admin + user training	<i>[Insert Date]</i>	<i>[Insert penalty]</i>
Go-Live Deployment	Full operational readiness	<i>[Insert Date]</i>	<i>[Insert penalty]</i>
Performance Reports	Monthly/quarterly reports	Ongoing	<i>[Insert penalty]</i>

Internal Note: Financial consequences improve compliance but may reduce vendor flexibility and/or increase price.

8. Evaluation Criteria

Factor	Weight
Functional compliance	<i>[Insert %]</i>
Security posture	<i>[Insert %]</i>
Integration capability	<i>[Insert %]</i>
Usability/admin simplicity	<i>[Insert %]</i>
Pricing transparency / TCO	<i>[Insert %]</i>

SEBP-specific features (optional)	<i>[Insert %]</i>
References	<i>[Insert %]</i>

9. Performance Measures (Optional Module)

- 100% compliance with mandatory requirements
- Uptime target: **[insert requirement i.e. 99.999%]**
- Critical incident resolution within **[insert the hours/days/weeks]**
- Timely deliverable submission
- Accurate and complete reporting

10. Financial Consequences (Optional)

Non-performance may result in financial credits or liquidated damages as defined in Section 7.

11. Response Content Requirements

Vendor must submit:

1. Implementation Plan
2. Completed Functional Requirements Matrix (Attachment A)
3. Proposed SLAs
4. Pricing Form (Attachment B)
5. Platform Overview
6. Integration Capabilities Statement
7. References

PoV Proposal (if applicable)

12. Timeline

Event	Date
RFQ Release	<i>[Insert date]</i>
Questions Due	<i>[Insert date]</i>
Answers Posted	<i>[Insert date]</i>

Quotes Due	<i>[Insert date]</i>
Evaluation	<i>[Insert date]</i>
Award Notification	<i>[Insert date]</i>

13. Procurement Officer

[insert contact name]

[insert title]

[insert entity]

[insert address]

[insert email]

[insert phone number]