

DEPARTMENT OF VETERAN AFFAIRS (VA)  
VA101V-14-Q-0621  
WESTERN REGION TUTORING  
MULTIPLE AWARD  
BLANKET PURCHASE AGREEMENT (BPA)

EVALUATION FACTORS

The below Evaluation Factors are listed in order of priority, and all Evaluation Factors other than price when combined, are significantly more important than price.

1. KEY PERSONNEL: Must demonstrate relevant experience by indicating their previous work experiences and define their description of duties the individual will hold in regard to this Multiple Award Blank Purchase Agreement (BPA). Provide project title, location and brief description of projects completed similar in size and scope to this project. Include subcontractors utilized. For each Key Personnel, the resume page limit is three (3). The Contractor shall include the Key Personnel resumes as attachments of the quote.

2. TUTORS: Tutors must at a minimum possess a bachelor's degree or higher-level degree from an accredited institution of higher education. Transcripts shall be provided by the Contractor to verify the educational qualifications of tutors providing assistance under this Multiple Award BPA. The Contractor shall include the Transcripts as attachments of the quote. For each tutor, the Transcripts page limit is three (3). Optimally, the degree should be in the same or similar area in which they are providing tutoring services. For example, someone providing Math tutoring should possess a degree in Mathematics, Engineering, Computer Science, or similar Math related field. For each tutor, the resume page limit is three (3). The Contractor shall include the Tutor resumes as attachments of the quote.

3. THREE YEARS PAST PERFORMANCE FOR PRIME CONTRACTOR:

- a. Name of Business or Contract Title and Number:
- b. Main Contact(s) Name, Title:
- c. E-mail address:
- d. Address, City, State and Zip Code:
- e. Telephone Numbers (Office, Cell, and Fax):
- f. Years in Business:
- g. List of Contractor's services:
- h. List of projects contracted within the last three years, to include the following minimum information:
  - i. Project Name:
  - ii. Project Address:
  - iii. Primary POC:
  - iv. Primary POC Telephone Number:
  - v. Primary POC Email Address:
  - vi. Size of Project:

4. COST: Pricing should include all costs; for example, administrative labor costs and hourly rates.