

Instructions to Offerors for Peer to Peer Certification

Quotes shall be submitted to Wanakee.Strickland@va.gov in PDF format no later than April 3, 2015 at 1:00pm CST. All questions are due to Wanakee.Strickland@va.gov by March 30, 2015 at 1:00pm CST.

The evaluation factors other than cost or price, when combined, are significantly more important than cost or price. While not rated, cost/price is an important evaluation factor. The importance of cost as an evaluation factor will increase with the degree of equality of the proposals in relation to the remaining evaluation factors. Additionally, the following questions must be addressed in your quote:

1. Policy on reports of PS violations of organization's Code of Ethics
2. Recertification Requirements (if any)

EVALUATION CRITERIA (For VA Personnel Use only)

Offeror's Name: _____

Factor	Sub-Factor	Criteria
<u>1. TECHNICAL APPROACH</u>	1.1. Understanding of the SOW.	Demonstrated full understanding of the problem and work to be performed and the technical requirements Demonstrated awareness and understanding of all tasks to be performed Proposed appropriate methodology for each type of task to be performed
	1.2. Analytical and Technical Approaches to Tasks	Methods proposed represent current

	1.3. Key Personnel	<p>or cutting edge approaches</p> <p>Proposed appropriate key personnel with adequate experience to accomplish tasks.</p>
<u>Non-For-Profit</u>		Is vendor a non-for-profit
<u>Travel</u>		Is vendor willing to travel to provide services
<u>3. COST/PRICE</u>		<p>Breakdown of labor categories, hours and labor rates provided.</p> <p>Appropriateness of number of hours per task</p> <p>Appropriateness of travel amount</p>