

Quote Preparation Instructions:

1. Specific Instructions: Submit signed and dated Offers to Contract Specialist, Trisha Stevens. All quotes shall be legible and prepared in the following general format to be properly evaluated. Submit offers via e-mail no later than 27 July 2015, at 12:00 (Noon) EST, to Trisha.Stevens@va.gov. Offers shall be complete, self-sufficient, and respond directly to the requirements of this solicitation.

1.1. Format.

Part I: Executed Request for Quotes

Part II: Price

Part III: Technical Acceptability

Part IV: Past Performance

1.1.2. Part I - Executed Request for Quotes: requires the offeror to complete blocks 17a (block 17a must include a Dun and Bradstreet number), 17b, 30a, 30b, and 30c, on the SF 1449 as applicable. Complete all necessary fill-ins and certifications concerning – Offeror Representations and Certifications at FAR Clause 52.212-3 and acknowledgement of amendments issued.

1.1.3. Part II - Price: Insert proposed unit and extended prices in Contract Line Item Numbers (CLIN's). All prices shall be represented in two decimal positions only, (See Section B.2).

1.1.4. Part III - Technical Acceptability will be evaluated based on the contractors technical ability that provides a sound, compliant approach that meets the requirements of Parts 3 and 4 of the Performance Work Statement.

An evaluation rating of Technically Acceptable / Non-Acceptable will be assigned upon completion of the technical quotations evaluation. If an Offeror receives a technical rating of “Non-Acceptable” they will not be considered for award. Technical quotations shall be limited to no more than 10 pages using Microsoft Word format, 12pt times New Times Roman font, double-spaced with 1 inch margins.

1.1.4.1

a. Technical Capability

- i. Offeror shall provide sound evidence for evaluation that their proposed database management system meets the requirements in Parts 3 and 4 of the Performance Work Statement.

1.1.5. Part IV – Past Performance: Offeror shall submit three (3) relevant references (relevant is defined in this RFQ as within the last 3 years) for which your company has provided the same scope, depth and complexity services. Please provide the following

- i. agency name
- ii. agency point of contact with email address
- iii. Contract number, contract dollar amount, contract period of performance.
- iv. Contract Compliance
- v. Quality of Service/Work Performance
- vi. Timeliness of Performance.
- vii. Business Relation
- viii. Customer Satisfaction
- ix. Subcontracting

Basis for Award

The following factors shall be used to evaluate.

Factor 1: Technical Capability

The Government will assign the contractors technical submission one of the following ratings of Acceptable/Non-Acceptable or Neutral/Unknown. Award will be made to a contractor who receives an unacceptable technical rating.

A ACCEPTABLE – Technical submission meets the requirements and indicates an acceptable approach and understanding of the requirement. All licenses and certifications are current and valid. Display performance has acceptable turnaround times, and the contractors approach meets the minimum requirements with no additional benefit to the government.

U UNACCEPTABLE – Technical submission does not meet the requirements nor indicates an excellent approach and understanding of the requirement. Some licenses and certifications are not current or valid. Display performance has unacceptable turnaround times, and the contractors approach does not meet the government's minimum requirement.

Factor 2: Past Performance: The Government will review available past performance data in the Government's Past Performance Information Retrieval System; however, the Government reserves the right to obtain past performance information from any available source and may contact sources other than those identified by the contractor when evaluating past performance.

The Government will assign the contractor one of the following ratings. No award will be made to a contractor who receives an unacceptable rating.

ACCEPTABLE – Technical submission meets the requirements and indicates an acceptable approach and understanding of the requirement. All licenses and certifications are current and valid. Display performance has acceptable turnaround times, and the contractors approach meets the minimum requirements with no additional benefit to the government.

UNACCEPTABLE – Technical submission does not meet the requirements nor indicates an excellent approach and understanding of the requirement. Some licenses and certifications are not current or valid. Display performance has unacceptable turnaround times, and the contractors approach does not meet the government's minimum requirement.

N NEUTRAL/UNKNOWN – Technical submission does not have relevant past or present performance history.

Factor 3: Price:

Price: will be evaluated using various price analysis techniques and procedures including, but not limited to, comparison of quoted prices received in response to the solicitation, and comparison to the Independent Government Estimate (IGE), and the following criteria:

Total Price: The total price is the sum of the prices for the Line Items of the solicitation inclusive of options

Reasonable: A price is reasonable if, in its nature or amount, it does not exceed what an ordinarily reasonable, prudent person in the conduct of normal competitive business would incur.

Balance of Offer: The offer is balanced if the price is properly distributed throughout the life of the task order.

******* Begin Inserted Clause (Full Text) 'END OF ADDENDUM TO 52.212-1' *******

(End of Addendum to 52.212-1)