

PROPOSAL PREPARATION AND EVALUATION INFORMATION

This part describes the mechanism for proposal preparation and evaluating the offers submitted in response to this solicitation.

Basis for Contract Award

- 1. Source Selection Using Lowest Price Technically Acceptable Process (LPTA):** This is a competitive Request for Proposal (RFP) that represents the best value to the Government conducted under FAR Part 15, Lowest Price Technically Acceptable (LPTA) source selection process. Award will be made to the responsible offeror submitting the overall lowest evaluated price, while meeting or exceeding the acceptability standards for all non-cost factors.
- 2. Evaluation Overview:** Proposals will be evaluated and ranked according to price, from lowest to highest. The Government reserves the right to only evaluate the technical proposal submitted by the lowest priced offeror for each of the three (3) priced items. Other technical proposals may not be evaluated unless the Government determines the lowest price offeror(s) to be unacceptable or non-responsive. In the event the Government determines the lowest price offeror(s) to be unacceptable or non-responsive, then the technical proposal of the next lowest price offeror(s) will be evaluated. This process will continue until a technical proposal is determined to be acceptable or offeror responsive.
- 3. Award Priority:** Per the Price Schedule, there are THREE (3) items, the Base Item (Item #1) and TWO (2) Deduct Alternate Items (Items #2 and #3). Based on the pricing received, it is possible to have different apparent low offerors for the Base and Deduct Alternate items. Assuming funding is available, the intent is to award the Base Item (Item #1). If funding is not available to award the Base Item (Item #1), then the Government will proceed with awarding Deduct Alternate #1 (Item #2). If funding is not available to award the Deduct Alternate #1 (Item #2), then the Government will proceed with awarding Deduct Alternate #2 (Item #3). In any instance, assuming funding is available, priority will remain with awarding the Base Item (Item #1). For example, the Government will consider awarding to other than the apparent low offeror for the Base Item (Item #1) before proceeding with an award to the apparent low offeror for the Deduct Alternate (Item #2). This could occur when the original apparent low offeror for the Base Item (Item #1) is later determined to be technically unacceptable, or whose proposal is later determined to be non-responsive.
- 4. Contract Type:** Any resultant contract awarded in response to this solicitation will be firm-fixed price. It is the offeror's responsibility to ensure the submitted cost proposal includes all costs for total project requirements and completion in accordance with the specifications and drawings herein. The offeror assumes all risk for omissions in subcontractor proposals.

5. **SDVOSB Verification:** The Government will review VetBiz (<https://www.vip.vetbiz.gov/>) to visually verify an offeror's current Service Disabled Veteran-Owned Small Business (SDVOSB) status. If an offeror cannot be visually verified as a certified SDVOSB, then the VA reserves the right to immediately consider the proposal as non-responsive. Subsequent confirmation of SDVOSB verification status will also be performed prior to contract award.
6. **Proposal Preparation Instruction:** To assure timely and equitable evaluation of proposals, offeror must follow the instructions contained herein. Proposals must be complete, self-sufficient, and respond directly to the requirement of this solicitation. Offeror shall provide the proposal information using the following format.

TAB A: General Information

- Cover Page with Solicitation Number, Project Title
- Table of Contents
- Signed Offer/Acknowledgement of Amendments (SF1442)
- Copy of current vetBiz.gov SDVOSB certification
- DUNS Number
- Cage Code
- Tax ID number
- Principle points of contact, address, phone numbers, etc.

TAB B: Price Proposal

- The following cost elements shall be addressed:
- Labor
- Materials, Material Markups, Materials Overhead
- Equipment Costs
- Subcontractor Costs
- Other Direct Costs
- Bonding Costs
- Other Overhead/Indirect Expenses/Percentages
- General & Administrative (G&A) expenses
- Profit

****Price breakdown shall be indicative of the 25% of contract performance that will be incurred for SDVOSB personnel in accordance with FAR 52.219-27, *Notice of Service-Disabled Veteran-Owned Small Business Set-Aside*.**

TAB C: Technical Proposal

Factor 1: General Contractor Team

- Submit documentation which describes your firm's management structure
 - Organizational chart or similar is acceptable
- Describe all work, by trade, which will be performed by the offeror and not subcontracted out

Factor 2: Subcontractors

- If work will be subcontracted out, then provide:
 - Name of subcontractor
 - Trade the subcontractor will perform
 - Any previous project that your firm has performed with this subcontractor, which most resembles this scope of work
 - Name of project
 - General project description
 - Total project amount
 - Date project completed
- If there is work to be subcontracted, but a specific subcontractor has yet to be identified, then please indicate as such

- 7. Past Performance:** For this solicitation, "Past Performance" is not a specific technical evaluation factor. As such, the offeror is not required to submit specific past performance information. Rather, the VA will review an offeror's past performance through such means as the Past Performance Retrieval System (PPIRS), as well any other mechanism, to include personal knowledge. In the event that an offeror's past performance cannot be validated, the Contracting Officer may submit a formal request to the Small Business Administration (SBA), seeking a Certificate of Competency, on behalf of that offeror.

8. Experience Modification Rating (EMR): To submit a proposal in response to this solicitation, an offeror must have an EMR rating of 1.0 or lower. This is considered a “GO/NO-GO item”. If an offeror does not have an EMR rating of 1.0 or lower, then the offeror’s proposal will not be considered further for potential award.

- As validation, the offeror shall submit the following documentation with the technical proposal:
 - EMR rating for the last business or reporting year.
 - This information shall be obtained from the offeror's insurance company and be furnished on the insurance carrier’s letterhead

9. Price Evaluation: Analysis will be performed by one or more of the following techniques to ensure a fair and reasonable price:

- Comparison of pricing received in response to the Request for Proposal (RFP)
- Comparison of pricing received versus the Independent Government Estimate (IGE)
- Comparison of pricing received with available historical information
- Comparison of market survey results
- Review to insure that all costs are allocable and allowable
- Review to insure that all pricing is balanced.
 - Submission of un-balanced pricing may result in a determination of non-responsibility
 - Unbalanced pricing may increase performance risk and could result in payment of unreasonably high prices.
 - Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more priced line items is significantly over or understated as indicated by the application of cost or price analysis techniques.

10. Technical Evaluation: An offeror must receive a rating of “Acceptable” in response to both technical factors (General Contractor Team and Subcontractors). Failure to receive an “Acceptable” rating on both factors will result in the offeror being considered as “Unacceptable”. In the case where an offeror is considered “Unacceptable”, the Contracting Officer may be required to submit a formal request to the Small Business Administration (SBA), seeking a Certificate of Competency, on behalf of that offeror.

11. Technical Factor Ratings:

Factor 1: General Contractor Team

Acceptable	Technical submission validates that the offeror will perform at least 25% of the work, which is a requirement for this project.
Unacceptable	Technical submission fails to validate that the offeror will perform at least 25% of the work, which is a requirement for this project.

Factor 2: Subcontractors

Acceptable	Technical submission validates that the subcontracted work will be performed by competent and qualified firms. An offeror can still receive an "Acceptable" rating in the event that a planned subcontractor for a specific trade is yet to be determined, assuming the VA can determine there is limited risk.
Unacceptable	Technical submission fails to validate that all subcontracted work will be performed by firms capable of completing that specific trade(s), or the VA has determined an unacceptable level of risk, based on the lack of specific subcontractor information provided.

12. Notes:

- Offerors submitting price proposals in response to this solicitation do so with the complete and full understanding that the Government reserves the right to publically announce the total contract award amount.
- A *Determination of Responsibility* will be accomplished for the apparent awardee prior to processing the award. The above information, along with other information obtained from Government and commercial systems, such as *EXPERIAN*, will be used to make the *Determination of Responsibility*.
- Any information received by the Government that would be cause for a negative *Determination of Responsibility* will make the offeror ineligible for award.
- The Government intends to evaluate proposals and award a contract without discussions. Communication between the Government and offerors will be limited to exchanges for clarification as described in FAR 15.306(a). The Government reserves the right to enter into discussions if necessary.