

Instructions to Offerors
VA777-17-Q-0045

Description:

a. **Submission of offers.** Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the SF 1449, letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show:

(1) The RFQ Number;

(2) The time specified in the solicitation for receipt of offers;

(3) The name, address, and telephone number of the offeror;

(4) A technical description of the items/services being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;

(5) Terms of any express warranty;

(6) Price and any discount terms

(7) "Remit to" address, if different than mailing address;

(8) A completed copy of the representations and certifications at FAR 52.212-3 (see FAR 52.212-3(j) for those representations and certifications that the offeror shall complete electronically) or a statement of active representation in On Line Representations and Certification (ORCA);

(9) Acknowledgment of Solicitation Amendments;

(10) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.

b. **Period for acceptance of offers.** The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

Period of Performance: July 16, 2017 through July 23, 2017

Questions Due: 2:00 PM CT – March 15, 2017

Responses to Questions Posted: 2:00 PM CT – March 17, 2017

Time/Date for Receipt of Offers: 2:00 PM CT – March 22, 2017

Contracting POC: Charles Hampton, Contracting Officer: Charles.Hampton2@va.gov & [William Singleton@va.gov](mailto:William.Singleton@va.gov)

Evaluation for award: This is a Lowest-Price, Technically Acceptable requirement.

Any offeror responding to this requirement must provide:

1. **Technical Proposal.** The contractor shall submit a Technical Proposal addressing the tasks in the PWS. The Technical Evaluation shall be on a go/no go basis, with companies receiving a “no go” rating being ineligible for award.

The Government shall evaluate in descending order:

1. Factor 1 – Technical Acceptance
2. Factor 2 – Past Performance
3. Factor 3 - Price

Factor 1 – Technical Acceptability. Initially, the technical evaluation team shall evaluate the technical proposals on a go/no go. The proposals shall be evaluated against the following sub-factors, which are equally-weighted. Tradeoffs are not permitted. Proposals shall only be evaluated for acceptability and will not be ranked using the non-price factors.

1. Sub-Factor: **Understanding the Performance Work Statement (PWS)**

Contractor will Provide a proposal, which indicates you have read and fully understand the PWS and the expected outcomes.

2. Sub-Factor: **Vendor Verified In System For Award Management (SAM)**

SAM web site – Verified at Sam.gov

Factor 2 – Past Performance. Contractor will provide descriptions of at least two or three relevant projects successfully performed within the past two years that are similar in size, scope and complexity.

Factor 3 - Price Evaluation. The Contractor’s proposed prices will be determined by multiplying the quantities identified in Section B by the proposed unit price for each Contract Line Item Number (CLIN) to confirm the extended amount for each. The total price, for evaluation purposes, shall be the sum of the performance period. **Contractor will provided a breakdown of the cost associated with drivers’, hourly rate and equipment utilizing information from Attachment A, in the performance work statement (PWS).** The price evaluation will document reasonableness of the proposed total evaluated price. Price reasonableness will be determined by evaluating the Offeror’s Basis of Estimate. The Basis of Estimate will be compared to the Independent Government Cost Estimate (IGCE) as well as industry published prices. Finally, comparison of proposed prices from all Offerors will complete the price analysis. Contractor is responsible for all fees associated with the execution of this requirement and should include these in their proposal. (Parking, permit, tickets ect.)

Note: Although not part of the evaluation criteria awardee must submit vendorization forms & be registered in OB10 electronic invoicing system for an award to be processed and payment/s made (see attachments, vendorization forms & OB10 electronic invoicing) and submit forms if this has not already been accomplished.

Late submissions, modifications, revisions, and withdrawals of offers.

(1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation and by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 1:00 PM, Central Standard Time (CST), for the designated Government office on the date that offers or revisions are due.

(2) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is “late” and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and—

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. Central Standard Time, one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government’s control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(6) Contract award (not applicable to Invitation for Bids). The Government intends to evaluate offers and award a contract without discussions with Offerors. Therefore, the offeror’s initial offer should contain the offeror’s best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(7) The DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same parent concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the internet at <http://www.dnb.com>. An offeror located outside the United States must contact the local Dun and Bradstreet office for a DUNS number.

(i) System for Award Management Registration. Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the internet at <http://www.sam.gov> or by calling 1-866-606-8220.

(ii) Debriefing. If a post-award debriefing is given to requesting Offerors, the Government shall disclose the following information, if applicable:

(iii) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.

(1) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.

(2) The overall ranking of all Offerors, when any ranking was developed by the agency during source selection.

(3) A summary of the rationale for award;

(4) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.

(5) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.