

## **APPENDIX F: EVALUATION FACTORS AND SELECTION METHODOLOGY**

### **EVALUATION FACTORS FOR AWARD:**

The Government intends to award to the responsible Offeror whose offer conforms to the Request for Proposal (RFP) and offers the best value to the Government. The technical factors, past performance and cost or price factors listed below will be considered. Technical quality and past performance are significantly more important than cost or price. As proposals become more equal in terms of technical merit and past performance, the cost or price becomes more important. Proposals will be evaluated on the basis of both price and non-price related considerations.

The award may be made without discussions/negotiations of proposals; therefore, Offerors are requested to submit proposals to the Government on the most favorable terms from a technical and price standpoint.

The Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. If the Contracting Officer determines that the number of offers that would be in the competitive range exceeds the number at which an efficient competitive can be conducted, the Contracting Officer may limit the number of offers in the competitive range to the greatest number that will permit efficient competition among the most highly rated offers. The Government may reject any or all offers if such action is in the public interest; accept other than lowest offer; and waive informalities and minor irregularities in offers received.

### **EVALUATION FACTORS**

(a) All Non-Price evaluation factors, when combined, are significantly more important, than price. Evaluations will be based on the following evaluation factors and sub-factors. The technical evaluation factors and sub-factors are listed in descending order of importance:

1. Technical
  - a. Corporate Experience
  - b. AC Energy Delivery
  - c. Mounting System
  - d. Technical Capability
  - e. Key Personnel
  - f. Schedule
2. Past Performance
3. Price

(b) Description of Evaluation Factors and Sub-factors

## TECHNICAL

**Corporate Experience** will be evaluated on past relevant Solar PV project completed and experience to provide the required planning, implementation and completion of the project on schedule.

**AC Energy Delivery** – The energy delivery will be evaluated as a cost per kilowatt-hour (kWh) produced.

**Mounting System** – Preference will be given to a mounting system that meets the requirements set forth in the Request for Proposals (RFP) and provides the best value to the government.

**Technical Capability** will be evaluated based on the offeror's understanding of the technical requirements set forth in the Request for Proposals (RFP).

**Key Personnel** will be evaluated on relevant Solar PV management and technical personnel capabilities and qualifications to provide the required planning, implementation and completion of the project.

**Schedule** will be evaluated on the proposed schedule's capability to provide on-time performance.

## PAST PERFORMANCE

**Past Performance References** - Contractors will be evaluated on their ability to perform the project successfully. This factor considers the quality of the offeror's past performance in carrying out the work of a similar nature with respect to the supply and installation of grid tied PV systems. Contractors without relevant past performance or for whom past performance information is not available, will not be evaluated favorably or unfavorably with respect to past performance.

Past performance information to be evaluated includes timeliness of delivery / performance, including adherence to contract schedules and timely submission or performance of submittals; the offeror's ability to comply with the terms and conditions of the contract; the overall quality of the work performed on the contract; the offeror's managerial performance; and whether or not the reference would enter into a contract with the offeror again.

## PRICE

Award will be made to the contractor that represents the best value to the government.

Price will be evaluated on the basis of its reasonableness and acceptability to the Government. Offerors are advised that if the technical proposals are essentially equal, award will be made on the basis of the lowest price.

The price offered will also be used as an aid to determine the contractor's understanding of the requirements of the solicitation, price reasonableness and to assess the validity of the contractor's approach to managing and performing the work.

Offerors are cautioned that "materially unbalanced" prices and/or unreasonably high or low prices may cause their proposal to be deemed unacceptable. Prices which are unrealistically low or unreasonably high may be indicative of the Offeror's lack of understanding of the work effort or the ability to perform the contract.

The Government will evaluate offers for Options by adding the total price of Options to the Base Proposal. The Government may determine that an offer is unacceptable if Option Prices are significantly unbalanced. Evaluation of option/s shall not obligate the Government to exercise the option(s).

## PERIOD FOR ACCEPTANCE OF OFFERS

The Offeror agrees to hold the prices in its offer firm for ninety (90) calendar days from the date specified for receipt of proposals.

## AWARD OF CONTRACT

A written notice of award or acceptance of an offer mailed or otherwise furnished to the successful Offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.