

PROPOSAL EVALUATION CRITERIA

This document will not be a part of any subsequent award.

PART 1 - GENERAL INFORMATION

- 1.1 **SOURCE SELECTION:** This is a competitive Request for Quotes (RFQ) that represents the best value to the Government conducted under FAR Part 15, Best Value – Lowest Price Technically Acceptable (LPTA) source selection process. Award will be made to the Lowest Price Technically Acceptable proposal.
- 1.2 In the event that two or more offers are acceptable and provide the “technical requirements” as per the solicitation, award will be made to the lower priced offer.

PART 2 – PRICE EVALUATION

- 2.1 The Government may use various price analysis techniques and procedures to make a price reasonableness determination.

Note: Offers that are not technically acceptable cannot be selected, regardless of price.

- 2.2 This Request for Quotes includes options periods. The contracting officer shall evaluate offers for option periods contained in the solicitation in accordance with FAR 17-206 in awarding the base contract.
- 2.2 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.

PART 3 – TECHNICAL EVALUATION

- 3.1 The Technical Proposal Evaluation factor consists of two (2) sub-factors. Offerors shall address the following sub-factors in their narrative:
 - Compliance with the Statement of Work
 - Compliance with the brand name requirement
- 3.2 Offers that do not describe each topic in enough detail or provide requested documentation will be rated Unacceptable.
- 3.3 **All vendors must certify that they are providing the brand name item as shown on this solicitation. Failure to do so will result in the vendor’s proposal as being nonresponsive to the solicitation.**

PART 4 – PAST PERFORMANCE EVALUATION

4.1 **PAST PERFORMANCE:** Past Performance is one indicator of an offeror's ability to perform the contract successfully and determine responsibility.

4.2 The following information will be provided as a minimum:

- Contract Number
- Dollar Value
- Dates of performance
- Name of Contracting Agency
- Point of Contact at that agency
- Point of Contact information (i.e. email address, telephone number, etc.)
- A brief description of the work effort sufficient to demonstrate the relationship between the reference contract and the proposed effort.

4.3 The contractor may identify contracts that include Federal, State, and local government and private for efforts similar to the government requirement. The Government shall consider the offeror's past performance based on these projects. "Recent" is defined as project completed within the last three (3) years.

PART 5 – PROPOSAL PREPARATION INFORMATION

The Department of Veterans Affairs (VA) utilizes the Electronic Contract Management System (eCMS) as the method of creating and storing contractual documents and contract files. All documents are scanned and digitally stored on this system as this is the official contract file. Paper copy contract files are no longer maintained by the VA.

Proposals in binders are routinely separated for scanning purposes resulting in this office having to dispose of vendor supplied binders. Subsequently, there is a large probability that vendor supplied binders will end up in the local landfill.

The Contracting Officer prefers a more Earth friendly submission of price and technical proposals from vendors.

Use of more earth friendly recyclable products for preparing price and technical proposals is highly encouraged. Please do not staple proposals together as staples cause scanner jamming issues.

5.1 All proposals shall be submitted in two (2) originals and will be identified accordingly. Offerors shall follow the instructions contained herein to assure timely and equitable evaluation of proposals. Offerors are required to meet all solicitation requirements, terms and conditions, representations and certifications and acknowledge receipt of all amendments to the solicitation. Failure to meet a requirement may result in an offer being ineligible for award and being considered non-responsive.

5.2 The offeror shall submit three (3) separate proposals:

- Price
- Technical
- Past Performance

The Past Performance proposal may be combined with the Technical proposal provided each are clearly separated and each are clearly identified in the Table of Contents.

5.3 **Price Proposal Format**: The following format shall be used:

- Cover page with Solicitation Number, Project Title
- Table of Contents
- Signed and completed SF 1449 and Pages 3 – 7 of the RFQ.
- Acknowledged receipt of amendments

5.4 **Technical Proposal Format**: The following format shall be used:

- Cover page with Solicitation Number, Project Title,
- Table of Contents
- Vendor's technical solution in accordance with Part 3 (above)

There is not a size limit to the vendor's technical proposal. However, vendors should provide enough information to address those areas in Part 3 in order for the Department of Veterans Affairs to review the technical proposal and reach a conclusion.

THE TECHNICAL PROPOSAL SHALL NOT MAKE ANY REFERENCE TO PRICE

5.5 **Past Performance Format**: The following information will be provided as a minimum:

- Cover page with Solicitation Number, Project Title,
- Table of Contents
- Contract Number of previous contract(s)
- Dollar Value of each
- Dates of performance of each
- Name of Contracting Agency for each
- Point of Contact at that agency for each
- Point of Contact information (i.e. email address, telephone number, etc.) for each
- A brief description of the work effort sufficient to demonstrate the relationship between the reference contract and the proposed effort for each.

The contractor may identify contracts that include Federal, State, and local government efforts similar to the government requirement. The Government shall consider the offeror's past performance based on these projects. "Recent" is defined as projects completed within the last three (3) years.

PART 6 - BASIS FOR AWARD

The award resulting from this solicitation will be made on an LPTA basis. The following factors, listed in descending order of importance, will be used to evaluate offers:

- Technical Capability
- Past Performance
- Price

In the event that two or more offers are acceptable and provide the "brand name" items as per the solicitation, award will be made to the lower priced offer.

PART 7 - QUESTIONS

All questions regarding this solicitation must be in writing and may be sent by e-mail to james.mcdavitt@va.gov or by fax to (612) 333 - 3667.

Questions may also be mailed to:

Department of Veterans Affairs
Network 23 Contracting Office
Attn: Jim McDavitt
708 South 3rd Street, Suite 200E
Minneapolis, MN 55415

Questions must be received no later than 10:00 AM local time, April 09, 2013. Local time is defined as the time in Minneapolis, Minnesota. No further questions will be accepted after that date and time.

You are reminded that representatives from your company **SHALL NOT** contact any Minneapolis VA Health Care System personnel to discuss this RFQ during this solicitation process.

PART 8 – RFQ CLOSING INFORMATION

8.1 Proposals shall be mailed or hand carried to:

Department of Veterans Affairs
Network 23 Contracting Office
Attn: Jim McDavitt
708 South 3rd Street, Suite 200E
Minneapolis, MN 55415

8.2 Faxed or emailed proposals are not authorized and will not be accepted.

8.3 All vendors must be registered and complete all entries in the System for Award Management (SAM) in order to be considered for award. Potential vendors may register at the following web site:

<https://www.sam.gov/portal/public/SAM/>

8.4 Proposals must be received on/or before the date and time as shown in Block 8 of the SF 1449, to be considered for award. All times indicated are "Local Time" and defined as the time in Minneapolis, Minnesota.

8.5 Vendors shall provide a minimum acceptance period of **60** days after RFQ closing for offers.