



## INSTRUCTIONS TO QUOTER'S

### 2<sup>nd</sup> Generation Information Technology (2GIT) Blanket Purchase Agreements

#### 1. SCHEDULE AND SPECIAL ITEM NUMBER (S) WITHIN SCOPE

The GSA Schedule within scope of the 2GIT BPAs is IT Schedule 70. The Special Item Numbers (SINs) are: 132-8 Purchase of Equipment, 132-100 Ancillary Supplies and/or Services, Cooperative Purchasing. For purposes of these multiple award BPAs, a quoters' socioeconomic status shall be determined based on the small business representation made at the Schedule 70 contract level.

#### 2. TASK TYPE:

Multiple Award Blanket Purchase Agreements

#### 3. ISSUING OFFICE:

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GSA/FAS National IT Commodity Program  
401 W. Peachtree Street, NW Suite 820  
Atlanta, GA 30308  
(404) 215-8705

#### 4. CONTRACTOR TEAMING ARRANGEMENT (CTA)

Quoters shall identify Contracting Teaming Arrangements (CTA) in their quote. If a CTA is being used, the quoter must clearly identify all team members and a team lead who will interact with the government representing all team members. The team lead must have over 51 percent of the market basket on its GSA Schedule 70 contract and will be assigned the Blanket Purchase Agreement(s) against its GSA Schedule contract.

## 5. BPA POOLS:

The General Services Administration, National Information Technology Commodity Program intends to establish Multiple Award Blanket Purchase Agreements, divided into three distinct award pools.

A. Pool One: Full IT Hardware and Associated Software and Services. GSA intends to establish XX BPAs for this pool.

B. Pool Two: Network Equipment and Video Teleconference Equipment. GSA intends to establish XX BPAs for this pool.

C. Pool Three: Land Mobile Radios (LMR). GSA intends to establish XX BPAs for this pool.

## 6. QUOTE PREPARATION:

Quotes shall be submitted in an electronic 8-1/2 x 11 format with 12 point font. The quote submission shall consist of the "Contract Documentation Quote Checklist Attachment A" and one electronic copy of each of the following volumes:

A. Contract Documentation Quote Checklist: Must be completed in its entirety and identify which pool(s) each quoter is submitting a quote for.

B. Technical - Quoter must submit a copy of each technical subfactor identified in section 7A. If a quoter has a Contracting Teaming Arrangement, the team lead must provide supply chain capabilities for each team member. Price shall not be included in the technical submission.

C. Price - All quoted items must meet or exceed the specifications set forth in the Attachment B Market Basket spreadsheet. Discounts offered must be equal to or greater than other agency IDIQ or GWAC contracts (i.e NASA SEWP or NIH ECS III etc.). All market basket items must be on the quoter's GSA Schedule prior to the solicitation closing date.

The only method by which any terms of this solicitation may be modified is by a formal amendment to the solicitation generated by the issuing office. No other communication made, whether oral or in writing will modify or supersede the terms of this solicitation.

## 7. EVALUATION AND BASIS FOR AWARD:

This procurement is being conducted in accordance with FAR Subpart 8.4. This is not a FAR Part 15 Contracting by Negotiation acquisition. The Government's evaluation will utilize the Lowest Price Technically Acceptable (LPTA) award basis. Selection and award will be made to the lowest priced, technically acceptable quote (s). The lowest price will be reviewed for technical acceptability. If the lowest priced quote is determined to be unacceptable, the next lowest priced quote will be evaluated.

This evaluation process will continue until Multiple BPAs are issued to the lowest priced, technically acceptable quote (s). After determination of the lowest price technically acceptable quote is made, any remaining higher-priced quotes will not be reviewed for technical acceptability. Quotes that do not meet the technical specifications as set forth in the "Instructions

to Quoters” document will be deemed technically unacceptable, and therefore not considered for issuance of a Multiple Award Blanket Purchase Agreement (BPA). The Government intends to evaluate quotes and issue multiple BPAs in each BPA Pool without exchanges or communications. Quotes should contain the vendor’s best terms in the initial quote. The Government may, at its discretion, confer with a quoter to clarify quote details. The Government also reserves the right not to issue a Multiple Award BPA.

A. TECHNICAL:

1. Subfactor 1, Supply Chain Capabilities (**Pools 1, 2, and 3**): In no more than 20 double spaced pages, the quote shall describe the quoters’ supply chain capabilities and any Contracting Teaming Partners’ supply chain capabilities. Contractors must demonstrate the ability to source products directly from the Original Equipment Manufacturer (OEM) or an OEM authorized channel partner. Contractors must demonstrate its current and future warehouse/distribution full integrated supply chain management capabilities including their distribution and transportation networks to include the following:

- Supply Chain Capabilities which include demonstrating the ability to source products directly from the Original Equipment Manufacturer (OEM) or an OEM authorized channel partner.
- Current and future warehouse/distribution center locations and their capacity to ship products to CONUS and OCONUS locations.
- The systems currently in place to ensure items ordered are Trade Agreement Act Compliant.
- Ability to provide secure delivery to CONUS and OCONUS locations based on customer agency’s specific needs.

2. Subfactor 2, Socio Economic Status (**Pools 1, 2 and 3**): It is the policy of the Government to encourage the full participation of Small Business concerns in the procurement process. Quotes from small business contractors will receive an acceptable rating for this evaluation factor. If a quoter is a small business and has teaming arrangements with an other than small business teaming partner, the teaming partner must submit an Individual Subcontracting Plan (Form 294) that identifies its ability to support small businesses and exceed the Schedule 70 subcontracting goal of 25%. Other than small businesses must submit an Individual Subcontracting Plan (Form 294) that demonstrates the ability to support small businesses and exceed the IT Schedule 70 subcontracting goal of 25%..

3. Subfactor 3, Non Market Basket Items Discount (**Pools 1, 2 and 3**): Quoter shall complete Attachment XX, in its entirety. GSA is requesting a discount for each product category in the Attachment XX document.

The discount offered for the product category will apply towards non market basket items as part of the vendors full IT catalog for the respective pool they are submitting a quote against. If the vendor is not offering a discount in the respective product category they should enter “0” and if offering a discount they should put the respective number in the column labeled “Product Category Discount”.

## B. PRICE:

1. Price will be evaluated based on a market basket of items detailed in the attachment labeled "Pool Quote Sheet". Quoters must quote on all market basket items in the respective Pool its submitting a quote against in order to be considered for issuance of a Multiple Award BPA. Discounts will remain fixed for the life of the BPA, unless otherwise negotiated by the Contracting Officer.

- a) Market Basket Items Tab – Quoters are encouraged to provide maximum discounts in the market basket of items based on government historical spend. The market basket discount shall remain fixed for the life of the BPA.
- b) Summary Tab – Each quoter's GSA Schedule price and Proposed BPA price will automatically be added to show total price.

## 8. PAST PERFORMANCE:

In accordance with FAR 9.104-1(c), past performance will be analyzed as a means to determine Contractor responsibility as it relates to meeting price, delivery, and warranty elements with similar requirements. In conducting the past performance assessment, the Government may use data obtained from the following sources: Past Performance Information Retrieval Systems "PPIRS" and/or GSA Schedule Contracting Officer and/or GSA CAV report. The Government will consider currency and relevance of the information, sources of the information, context of the data and general trends in contractor's performance.

A prospective contractor shall not be determined responsible nor non-responsible solely on the basis of a lack of relevant performance history. Unless restricted, information and data submitted in response to this request may become subject to disclosure to the public pursuant to the provisions of the Freedom of Information Act (5 U.S.C. 551).

## 9. QUOTE SUBMISSION VIA GSA REVERSE AUCTION PLATFORM

([www.reverseauctions.gsa.gov](http://www.reverseauctions.gsa.gov))

- A. All responses shall be submitted via the GSA Reverse Auction Platform
- B. Complete and attached the following documents:
  1. Contract Documentation Quote Checklist
  2. Attach Technical submission Supply Chain Capabilities and Individual Subcontracting Plans for other than small business.
  3. Quote sheet for each respective pool you are submitting a quote against.
- C. Quoter shall enter total price from Column B2 summary tab and input as Contract Unit Price.
- D. Quoter shall enter total price from Column B3 summary tab and input as a Flat Bid Unit Price. (When changing prices, quoter will need to adjust the prices on the quote sheet and reenter the total price as a flat bid).