



Request for Quotation (RFQ)

#

For the Establishment
of
Government-Wide
Multiple Blanket Purchase Agreements (BPAs)
for
Maintenance, Repair, and Operations Supplies (MRO)

Solicited to:

**GSA Multiple Award Schedule (MAS)
Federal Supply Schedule 51 V and 56 Holders**

**Special Item Numbers (SINs) 105 001,
105 002, 550 001, 600 001, 612 209, 613 001, 834 100, 383 5, 563 25, 563 27, and
206 4**

Issued by:

The U.S. General Services Administration
Federal Acquisition Service
Center for Innovative Acquisition Development
2200 Crystal Drive, Room 706
Arlington, VA 22202

____, 2013

DRAFT

Notes to Contractors

1. Request for Quotation. This is a Request for Quotation (RFQ) under Federal Acquisition Regulation (FAR) 8.405-2, Ordering Procedures, to establish multiple Blanket Purchase Agreements (BPAs) in support of the Federal Strategic Sourcing Initiative (FSSI) for Maintenance, Repair, and Operations (MRO) supplies for Federal Government agencies. Numerous Federal agencies actively participated in the development of the requirements outlined in this RFQ as part of a formalized commodity team; and numerous other agencies are expected to use the resulting solution. In addition, this vehicle will be open for purchase by service contractors, including fixed price contractors, for work being performed under their Federal contracts. The General Services Administration (GSA) is in discussions with the Defense Commissary Agency (DeCA), and may authorize DeCA to use these BPAs for purchase of items for resale. In short, the Contractors should understand that GSA's goal is to focus all possible Federal spend through strategically sourced solutions, and will aggressively work the policy and authorization issues required during the life of this program.

Hand in hand with the goal of focusing spend, GSA has a further goal of ensuring small business success. In furtherance of these twin goals, the following structure has been established.

The BPA has been divided into several sets of agreements and will be solicited under separate RFQs but will be covered under the FSSI MRO umbrella.

There are five (5) basic pools, dividing the commodity up into core areas of concentration. In each of these five (5) pools, there will be three (3) BPAs established. Each of the five (5) pools has a specified number of set aside BPAs for small business concerns.

In addition to the above, there is a second set of agreements. This set of agreements is for Contractors to support GSA Global Supply requirements through a channel specifically designed around the requisition process. In each of the three (3), a Global Supply Market Basket (Market Basket GGS) has been identified. If interested in competing for awards under this pool, respond under RFQ NUMBER XXXXXXXX. This RFQ will explain unique terms and conditions apply to these GGS items, and that specialized e-commerce requirements apply. For sake of clarity, they are consolidated and issued under a separate RFQ, but are part of the same FSSI solution set.

Finally, there is a third set of agreements. This set of BPAs is for Contractors to support GSA's 4th Party Logistics (4PL) solution. In the 4PL set up, the Contractors will manage their own inventory, on a Government or Military installation, or virtually. Again, there is a unique market basket built around the same three (3) pools for the 4PL solution. There will be one award made per pool, for the 4PL alternative. For sake of clarity, they are consolidated and issued under a separate RFQ, but are part of the same FSSI solution set. If interested in competing for awards under this pool, respond under RFQ NUMBER XXXXXXXX.

2. The solution will be available for use by the entire Federal Government. The total spend opportunity addressable through this solicitation is estimated to be more than \$1.18 billion (\$23.6 million annually). Several agencies are making various types of commitments to make use of the resultant BPAs (see Attachment 1, Specific Agency Commitments). As agencies will not be able to formally obligate dollars prior to award, agencies have been asked to provide written statements of commitment, from a senior agency official. These commitment documents are included in Attachment 1, Specific Agency Commitments. *Note:* This attachment currently is under development and will be provided separately, prior to the RFQ closing.
3. BPA Pools. GSA intends to establish BPAs against the Federal Supply Schedule 51 V Hardware Superstore: Hardware Store, Home Improvement Center, or MRO – Store Front, SIN 105 001; Hardware Store, Home Improvement Center, or MRO – Catalog, SIN 105 002; Tools Powered, SIN 550 001; Tool Boxes, Tool Cabinets, Tool Chests and Tool Holders, SIN 600 001; Tool Kits, SIN 612 209; Tools, Nonpowered, SIN 613 001; and Commercial Coatings, Adhesives, Sealants, SIN 834 100. GSA’s Federal Supply Schedule 56 Buildings and Building Materials/Industrial Services and Supply: Batteries and Battery Chargers, SIN 383 5; Plumbing Products and Bathroom Fixtures SIN 563 25; Industrial and Commercial Heating/Air Conditioning Units, Air Purification Equipment, HVAC Systems and Blowers, SIN 563 27 and Energy Saving Lighting, Energy Efficient and/or Environmentally Friendly Lamps (light bulbs), Lighting Fixtures and Accessories, Indoor Emergency Lighting, Reading Lights, Lighting Sensor Systems, SIN 206 4 for Federal Government-wide usage, as part of the GSA’s FY13 FSSI.

These BPAs will be administered by the GSA Federal Acquisition Service, Center for Innovative Acquisition Development, located at 2200 Crystal Drive, Room 706, Arlington, VA 22202. The BPAs will be established for a one-year base period and four one-year option periods, for a total possible duration of five years, if all options are exercised. The BPAs will be established based on a lowest price, technically acceptable basis, broken down into five distinct categories for the Purchase Card Based MRO pools. These pools are as follows:

MRO Purchase Card Based Pools

Pool One: The Hardware pool includes items that can typically be found at hardware or home improvement stores encompassing items used to perform a variety of maintenance and repair jobs. Examples of products represented in the Hardware pool include, but are not limited to: screws, ladders, brackets, drill bits, welding equipment, hoses, valves, faucets, rollers, drop cloths, storage containers, protective goggles, and earplugs. The Hardware pool is estimated to account for 30-40% of the overall MRO spend. This pool will consist of three (3) awards. Of these three (3) awards, two (2) will be totally set-aside for small business.

Pool Two: The Tools and Tool Cabinets pool includes hand tools, power tools, and storage specifically designed for tools. Examples of products represented in the Tools and Tool Cabinets pool include, but are not limited to: wrenches, shears, screwdrivers, scissors, saws, knives, hammers, drills, tool sets and kits, tool batteries, and tool

cabinets. The Tools and Tool Cabinets pool is estimated to account for 10-20% of the overall MRO spend. This pool will consist of three (3) awards. Of these three (3) awards, two (2) will be totally set-aside for small business.

Pool Three: The Paints and Finishes pool includes substances used as paints, adhesives, sealants, and stains. Examples of products represented in the Paints and Finishes pool include, but are not limited to: paints, adhesives, sealants, stains, varnishes, shellacs, and lacquers, as well as small specialized tools and equipment related to painting and finishing. The Paints and Finishes pool is estimated to account for 4-8% of the overall MRO spend. This pool will consist of three (3) awards. Of these (3) awards, one (1) will be totally set-aside for small business.

Pool Four: The Portable Heating and Cooling pool includes items used for the purpose of heating, ventilation, and air conditioning. Examples of products represented in the Portable Heating and Cooling pool include, but are not limited to: portable air conditioners, portable heaters, portable fans, humidifiers, and dehumidifiers. The Portable Heating and Cooling pool is estimated to account for 2-6% of the overall MRO spend. This pool will consist of three (3) awards. Of these (3) awards, two (2) will be totally set-aside for small business.

Pool Five: Electrical and Power is a pool covering various types of electrical and power equipment and components. Examples of products represented in the Electrical and Power pool include, but are not limited to: pumps, compressors, generators, motors, lights, cables, extension cords, surge protectors, switch boxes, lanterns, flashlights, batteries, and battery chargers. The Electrical and Power pool is estimated to account for 35-45% of the overall MRO spend. This pool will consist of three (3) awards. Of these (3) awards, two (2) will be totally set-aside for small business.

BPA's will be established based on a lowest price, technically acceptable basis, broken down into the five (5) distinct pools outlined above.

During the life of these BPA's the Government may award additional BPA's for similar requirements. Additional BPA's will not necessarily have the same end date as those initially awarded.

4. Pre-solicitation Meeting. A pre-solicitation meeting is scheduled for May 15, 2013, beginning at 9:00 a.m. at the Auditorium at GSA Headquarters, 1800 F Street, NW., Washington, DC. Meeting attendance is OPTIONAL. All interested parties should register at <http://www.fss.gsa.gov/events> under the FSSI MRO BPA pre-solicitation meeting. Email FSSI.MRO@gsa.gov for coordination at least 72 hours prior to the meeting. On April 15, 2013, GSA issued an RFI as part of its market research. As a result of this research, GSA will be asking SBA for an Individual Waiver to the Non Manufacturer Rule. If approved, this waiver will permit small business dealers to offer products from both large and small manufacturers, thus increasing small business opportunities under the BPA's.
5. Questions. Any questions submitted concerning the RFQ must be received no later than June XX, 2013, 5:00 p.m. Eastern Daylight Time (EDT). Questions must be submitted via email to

Glenda Lambert (Glenda.lambert@gsa.gov) and Shaun Hankton (shaun.hankton@gsa.gov) (see subsection 7.1.2. Quote Closing Date and Time). Answers will be provided via E-Buy to all contractors no later than June XX, 2013, 5:00 p.m. EDT.

6. Closing Date. The closing date for quotes in response to the RFQ is July XX, 2013, 5:00 p.m. EDT. Quotations must be submitted by electronic correspondence to Glenda Lambert, Contracting Officer (see subsection 7.1.2. Quote Closing Date and Time), as instructed herein. Quotations received after the schedule closing date and time will not be accepted and will not be considered for BPA establishment. Quotations submitted must comply with all instructions, specifications, and requirements set forth in the RFQ. Quotes failing to comply with the RFQ may be deemed nonresponsive and will be eliminated from consideration. Quotation packages submitted in response to this RFQ must be delivered to the following email addresses and the RFQ NUMBER XXXXXXXX solicited under GSA eBuy:

Glenda.lambert@gsa.gov

Center for Innovative Acquisition Development
General Services Administration

Shaun.hankton@gsa.gov

Center for Innovative Acquisition Development
General Services Administration

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**Blanket Purchase Agreement(s)
for the
FY13 Maintenance, Repair, and Operations Supplies
Against Federal Supply Schedules 51 V and 56
SINs 105 001, 105 002, 550 001, 600 001, 612 209,
613 001, 834 100, 383 5, 563 25, 563 27, and 206 4**

1. Introduction

The General Services Administration (GSA), continuing the initiative begun by the Office of Federal Procurement Policy (OFPP) in 2005 through its Chief Acquisition Officer Council (CAOC) to provide for strategic sourcing on a government-wide basis, seeks to establish five (5) pools of Blanket Purchase Agreements (BPAs) for Maintenance, Repair, and Operations (MRO) supplies against GSA's Federal Supply Schedule 51 V, Hardware Superstore: Hardware Store, Home Improvement Center, or MRO – Store Front, SIN 105 001; Hardware Store, Home Improvement Center, or MRO – Catalog, SIN 105 002; Tools Powered, SIN 550 001, Tool Boxes, Tool Cabinets, Tool Chests and Tool Holders, SIN 600 001; Tool Kits, SIN 612 209; Tools, Nonpowered, SIN 613 001; and Commercial Coatings, Adhesives, Sealants, SIN 834 100, GSA's Federal Supply Schedule 56, Buildings and Building Materials/Industrial Services and Supply: Batteries and Battery Chargers, SIN 383 5; Plumbing Products and Bathroom Fixtures 563 25; Industrial and Commercial Heating/Air Conditioning Units, Air Purification Equipment, HVAC Systems and Blowers, SIN 563 27 and Energy Saving Lighting, Energy Efficient and/or Environmentally Friendly Lamps (light bulbs), Lighting Fixtures and Accessories, Indoor Emergency Lighting, Reading Lights, Lighting Sensor Systems, SIN 206 4.

2. Background

The Federal Strategic Sourcing Initiative (FSSI), chartered under the purview of the Federal Government's CAOC, is governed by the Strategic Sourcing Leadership Council (SSLC). The OFPP oversees the SSLC. Many agencies actively participate in FSSI through the Community of Practice (COP) and through Commodity Councils that provide user input to various FSSI procurement activities. MRO supplies are one of several commodities for which the FSSI is seeking a more effective government-wide acquisition approach.

Strategic sourcing is a structured, analytical, and collaborative process for optimizing an organization's supply base while reducing total cost of ownership and improving mission delivery. A strategic sourcing effort typically involves the following activities:

- Analyze spend data;
- Analyze the market;
- Develop a strategy;
- Seek and negotiate with suppliers;
- Select and award to successful suppliers;

- Implement strategy; and
- Monitor performance.

A memo from the Office of Management and Budget (OMB) mandated that all Federal agencies cut their procurement expenditures by 3.5 percent for both Fiscal Years 2010 and 2011 for a total reduction of 7 percent. In the Acquisition Savings Plans that the agencies submitted in response to this memo, many projected savings from the use of agency-wide and government-wide strategic sourcing initiatives. The government-wide strategic sourcing of MRO supplies under FSSI is anticipated to assist the Administration in achieving its goal of cutting \$40 billion a year from procurement spending.

3. Goals and Objectives

To achieve the Government's goals, the following objectives are sought through this acquisition:

- Achieve uniform prices and measurable total cost savings while maintaining or improving current service capability levels;
- Obtain significant reporting and transactional data to enable agencies to better manage spend for MRO supplies;
- Provide agencies an available vehicle(s) to meet socioeconomic goals;
- Ensure regulatory compliance in the acquisition of MRO supplies and commodities to include the AbilityOne Program, sustainable purchase requirements, Berry Amendment, and the Trade Agreements Act;
- Align purchasing with existing agency business practices; and
- Be easy to use.

The overall goal is to give the Government a fast and effective way to order MRO supplies and commodities at sharply discounted prices with prompt, cost-effective delivery and effective customer service, while capturing economies of scale, ensuring compliance with applicable regulations, fostering markets for sustainable technologies and environmentally preferable products, simplifying data collection, and ensuring opportunity for small businesses.

The resulting agreements will be available to all Federal agencies of the underlying Federal Supply Schedule.

4. Scope

Interested GSA Schedule 51 V and 56 Contractors are requested to submit quotes for the specific core-items list, located at Attachment 2 (MRO Supplies Quote Sheet). The core-items are made up of historically high volume supplies procured by Federal agencies participating in this BPA action.

Three separate RFQs are being issued for the FSSI for MRO. The first RFQ will be for the Purchase Base MRO Pools; the second RFQ will cover the Requisition via Global Supply Pools; and the third RFQ will be for the Global Supply 4th Party Logistics MRO Pools.

The Purchase Base MRO consists of five (5) pools; three (3) pools are for Requisition via Global Supply; and three (3) pools are for Global Supply 4PL. The Purchase Based MRO Pools will have restricted and unrestricted pools for small businesses.

Purchase Card Based MRO Pools

Pool One: Hardware

The Hardware pool includes items that can typically be found at hardware or home improvement stores encompassing items used to perform a variety of maintenance and repair jobs. The Government intends to establish three (3) BPAs. Government will set aside (2) small businesses.

Pool Two: Tools and Tool Cabinets

The Tools and Tool Cabinets pool includes hand tools, power tools, and storage specifically designed for tools. The Government intends to establish three (3) BPAs. Government will set aside two (2) small businesses.

Pool Three: Paints and Finishes

The Paints and Finishes pool includes substances used as paints, adhesives, sealants, and stains. The Government intends to establish three (3) BPAs. Government will set aside one (1) small business.

Pool Four: Portable Heating and Cooling

The Portable Heating and Cooling pool includes items used for the purpose of heating, ventilation, and air conditioning. The Government intends to establish three (3) BPAs. Government will set aside two (2) small businesses.

Pool Five: Electrical and Power

Electrical and Power is a pool covering various types of electrical and power equipment and components. The Government intends to establish three (3) BPAs. Government will set aside two (2) small businesses.

The BPA holder's full catalog of MRO supplies provided under its underlying GSA MAS contract will be included and available under the resulting BPA, with the exception of items specifically excluded from the BPA. The five (5) pools are mutually distinct based on the structure of the evaluation factors assigned to each designated pool as described further in this RFQ (see subsection 7.2.3. Technical Quotation Evaluation Criteria).

Price quotations for the BPAs shall be inclusive of all shipping charges for the items offered under each Pool. As the various participating agencies have their own specific shipping needs, price quotes that include specific delivery requirements are mandated. Depending on the specific Pool identified, specific shipping requirements will apply (see Section 7.0). Specific shipping requirements include the following:

- Standard delivery anywhere CONUS within 3 to 4 business days (where applicable);
- Ability to deliver to OCONUS such as Alaska, Hawaii, Puerto Rico, and international locations (where applicable) at an additional delivery charge; and

- Expedited delivery and/or secure delivery for CONUS and OCONUS based on the client's specific needs.

Please note: All items quoted must be part of or be made part of the Contractor's Federal Supply Schedule 51 V and 56 contracts prior to the closing date and time of this RFQ.

5. Requirements: Part Number standardization is a key goal of this acquisition. Standardizing on part numbers will facilitate direct comparisons, and over the length of the BPAs, will aid GSA in driving down prices, and will aid the Contractor in obtaining better pricing from its supplier(s). Only OEM part numbers or approved wholesaler part numbers will be permitted. These part numbers are to be used exactly, including spacing, capitalization, hyphenation, etc. In the event that the same item has more than one part number, the GSA CO shall identify the standard part number which the Contractor is to use.

5.1. Product Requirements

Some participating agencies currently have established agency-specific vehicles for the purchase of MRO supplies with advantageous pricing. The aggregate participation of these and other agencies should result in pricing that is more competitive than that which a single agency can achieve. To this end, the Contractor is strongly encouraged to offer BPA prices that are lower than pricing offered to any other Federal Government agency. To aid Contractors in meeting this objective, Attachment 3, Current BPA Prices to Beat, lists examples of items that meet the descriptions on the core-items lists in Attachment 2, MRO Supplies Quote Sheet, and respective prices available on current BPAs. This is not a list of specific preferred items that should be used when determining which items to propose, but rather is provided as a reference to indicate pricing levels currently contracted by the Government on a list of example items. Contractor must meet product requirements for any or all category submission(s).

MRO supplies have been divided into 5 pool categories: Hardware; Tools and Tool Cabinets; Paints, Adhesives, and Sealants; Portable Heating and Cooling; and Electrical Equipment and Components. Contractor must meet product requirements for any or all category submission(s).

5.1.1. *Hardware*

Provide hardware products as defined in Attachment 2, MRO Supplies Definition. Core-items are listed in Attachment 2, MRO Supplies Quote Sheet.

5.1.2. *Tools and Tool Cabinets*

Provide tools and tool cabinets as defined in Attachment 2, MRO Supplies Definition. Core-items are listed in Attachment 2, MRO Supplies Quote Sheet.

5.1.3 *Paints, Adhesives, and Sealants*

Provide paints, adhesives, and sealant products as defined in Attachment 2, MRO Supplies Definition. Core-items are listed in Attachment 2, MRO Supplies Quote Sheet.

5.1.4 *Portable Heating and Cooling*

Provide portable heating and cooling products as defined in Attachment 2, MRO Supplies Definition. Core-items are listed in Attachment 2, MRO Supplies Quote Sheet.

5.1.5 *Electrical Equipment and Components*

Provide electrical equipment and components as defined in Attachment 2, MRO Supplies Definition. Core-items are listed in Attachment 2, MRO Supplies Quote Sheet.

5.2. Requirements Related to Regulatory Compliance

The BPA requires statutory compliance with the Javits-Wagner-O'Day (JWOD) Act (41 USC 46-48c), which requires the Government to purchase supplies on the JWOD procurement list from AbilityOne participating nonprofit agencies if available within the period required (FAR 8.704). (*Note: Most AbilityOne purchases by authorized commercial distributors are through an approved wholesaler.*)

Additionally, the BPA requires compliance with the Trade Agreements Act of 1979 (TAA) (19 U.S.C. § 2501–2581); the Resource Conservation and Recovery Act (RCRA), Section 6002; Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management; and Executive Order 13514, Federal Leadership in Environmental, Energy, Economic Performance, and Berry Amendment.

The MRO supplies are identified as and determined to be commercial items readily available in the commercial marketplace. Consequently, the items have no inherent special capabilities and characteristics above and beyond its commercial standards. However, due to the nature of the identified MRO supplies and existing Government mandates, the following programs apply (not all inclusive), where applicable:

- Comprehensive Procurement Guidelines;
- BioPreferred Program;
- Environmentally Preferable Products (EPP);
- Design for the Environment (DfE) Safer Product Labeling Program;
- Federal Energy Management Program (FEMP);
- ENERGY STAR;
- WaterSense;
- AbilityOne (see FAR 8.704);
- Section 508 of the Rehabilitation Act of 1973

- Resource Conservation and and Recovery Act (RCRA)
- Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management
- Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance

The following ancillary services that are compulsory as part of this requirement include but are not limited to the following:

- Provide real time order status;
- Offer standard delivery anywhere in the Contiguous United States (CONUS) up to 3 to 4 business days, where applicable;
- Provide the ability to deliver to Outside of Contiguous United States (OCONUS) such as Alaska, Hawaii, Puerto Rico, and international locations, where applicable (with appropriate marking/labeling, etc);
- Provide expedited delivery and/or secure delivery for CONUS and OCONUS based on the client's specific needs;
- Offer payment options including requisition, purchase card, Activity Address Code (AAC) or DOD Activity Address Code (Government to Government billing);
- Provide detailed spend and management reporting;
- Provide Level III transaction data at line item level; and
- Identify all MRO supplies via a standardized system by the common manufacturer part number.

5.2.1. AbilityOne Certified Contractor

Contractor shall remain an AbilityOne-certified contractor for the BPA's period of performance.

5.2.2. Addition of Products

In the event a commercial item becomes an AbilityOne item through addition to the JWOD procurement list, the BPA holder is required to automatically substitute AbilityOne items when Essentially-the-Same (ETS) items are ordered.

5.2.3. Sustainable Products

a. Contractor must provide products that conform to Comprehensive Procurement Guidelines (CPG), when applicable. For more details on the Environmental Protection Agency's CPG, please visit www.epa.gov/cpg. Vendors should note that CPGs are minimum content standards and higher environmentally preferable content is desired to foster markets for environmentally preferable products and sustainable technologies.

b. Federal agencies are required by Executive Orders 13423 and 13514 and the Federal Acquisition Regulation (FAR) to assess and give preference to those products

deemed environmentally preferable through the Environmentally Preferable Purchasing (EPP) program. The EPP program should improve the ability to meet existing environmental goals identified at www.epa.gov/epp/ (see Attachment 4, EPP Product Criteria).

c. Contractor is encouraged to provide an extensive selection of sustainable products. During the course of the BPA, GSA will begin to require an automatic substitution policy to ensure the Government is buying products that foster markets for environmentally preferable content and sustainable technologies. BPA holders shall assess the environmentally preferable content of BPA products at least annually and refresh their product list with the highest-content products. Contractors will be notified of any change in the AbilityOne representation during the course of the BPA.

5.2.4 Compliance with U.S. Mint Disputes Clause - for U.S. MINT orders only

U.S. MINT CLAUSE - DISPUTES (GP-3, OCT 2011)

Failure to agree on any issue under the contract shall constitute a Dispute to be resolved under this clause. If the parties cannot reach an agreement after diligently pursuing a solution through negotiations, the Contractor shall submit a written claim to the Contracting Officer stating the relief sought and requesting a written decision. The Contracting Officer shall make a decision in writing within 90 days of the filing of the claim or notify the Contractor of the date by which the decision will be made. The decision of the Contracting Officer shall be binding unless the Contractor submits an appeal to the United States Mint Chief Financial Officer (CFO) within 30 days of receipt of the Contracting Officer's decision. The decision of the CFO shall be final and binding on the parties and shall not be subject to further dispute, nor subject to further administrative or judicial review or appeal. The Contractor shall proceed diligently with performance of this contract pending final resolution of any request for relief, claim, appeal or action arising under the contract, and comply with any decision of the Contracting Officer.

5.2.5 Waiver of Non Manufacturer Rule Pending SBA response.

5.3. Vendor Administration Requirements

5.3.1. DoD EMALL and GSA Advantage!®

- a. Contractor shall maintain a current catalog on DoD EMALL and GSA Advantage!® throughout the BPA's period of performance. This catalog shall include all market basket items established under the BPA.
- b. Contractor shall conform to terms and conditions of DoD EMALL and GSA Advantage!®. A 5-day lead time will be provided for price changes to be effective in DoD EMALL and GSA Advantage!®.

- c. Contractor shall not show commercial items and prices in its catalog on DoD EMALL and GSA *Advantage!*® that have AbilityOne equivalents unless a purchase exception has been approved by the Government. Substitutes shall be identified to the buyer at the time of order/checkout on DoD EMALL and GSA *Advantage!*®. If AbilityOne items are not available to meet delivery times required by the BPA, the Contractor shall contact AbilityOne partnership representative Eric Beale at ebeale@AbilityOne.gov to report stock-outs and request a purchase exception. In this event, Contractor shall advise the customer and Contracting Officer via e-mail of any stock-outs and purchase exceptions.
- d. Paper catalogs, if provided by Contractor to customers, shall clearly annotate core-item, AbilityOne items, and environmentally preferable items.
- e. Within 5 business days of the BPA establishment notification, Contractor shall upload the BPA catalog reflecting awarded BPA pricing to DoD EMALL and GSA *Advantage!*®. Other Federal agencies also may require the BPA catalog to be uploaded to other portals as a condition of placing orders.

The catalog shall:

- Maintain consistent product offering and pricing within DoD EMALL, GSA *Advantage!*®, and any other ordering channels used;
- Reflect pricing that maintains the percentage discount relationship between BPA pricing at time of BPA establishment and Contractor's Federal Supply Schedule 51 V and 56 pricing (prices may be reduced at any time);
- Omit commercial items that are ETS as AbilityOne products, unless a purchase exception is granted;
- Ensure the vendor's part number reflects the part number assigned by the product's manufacturer or the standard wholesaler;
- Block out any products that do not meet requirements; and
- Identify prominently offered AbilityOne and environmentally preferable products not on the core-items list.
- If the Contractor establishes its own portal, it shall be clear which items are covered by this BPA. Even if the Contractor carries other GSA contracts, it must be very specific on which products are part of the FSSI MRO BPA and which are not.

5.3.2. Price Adjustments

Price adjustments on the BPAs will be determined by the Contracting Officer. No price increases will be entertained for the first year of the BPA. In approving any request for a price increase, the Contracting Officer will consider price changes to the underlying schedule contract, but will also conduct a horizontal and vertical price comparison. The mere fact of a price increase on the schedule contract will not be sufficient cause for approving a price increase under the BPA. The Contractor shall ensure price changes are reflected on DoD EMALL and GSA *Advantage!*® within 5 business days. As a condition of placing orders, Federal agencies also may require the uploading of the BPA catalog to other portals.

- a. At no time during the BPA's period of performance shall a product price exceed the calculated BPA price using the percentage discount agreed to at the time of BPA establishment.
- b. Contractor shall charge the product price appearing in the BPA catalog at the time an order is placed, unless a more advantageous price is available to the Government. Contractor shall consider timeframes that are required to make pricing and product changes to the BPA catalog posted to the DoD EMALL and GSA *Advantage!*®

5.3.3. Aggregated BPA Discounts

Contractors are encouraged to propose additional aggregate tiered discounts based on Government-determined aggregated dollar purchase thresholds. These thresholds will be based on aggregated BPA Government spend across all categories of the full catalog for each individual BPA holder. Such additional aggregate tiered discounts become effective per the instructions in Attachment 2, MRO Supplies Quote Sheet. Aggregated BPA discounts will be applicable within 30 days from the end of the calendar month in which the aggregate threshold is reached. Once a tiered discount threshold is reached on cumulative purchases from all participating Federal agencies, and the next tiered discount is earned, the next tiered discount shall be applied to all orders for the remaining life of the BPA. The pricing structure shall not be reset to lower thresholds at the exercise of options.

The total-offer expected market basket cost for each pool will be determined through a weighting of the proposed pricing at the base and aggregated discount tier levels as shown in the tab, "Additional Pricing" in Attachment 2, MRO Supplies Quote Sheet. Weightings that will be used for this evaluation are as follows:

- 35 percent at base proposed pricing;
- 25 percent at first aggregated discount tier pricing;
- 20 percent at second aggregated discount tier pricing;
- 10 percent at third aggregated discount tier pricing;
- 5 percent at fourth aggregated discount tier pricing;
- 5 percent at fifth aggregated discount tier pricing;

The aggregate tier levels, based on the sales by Contractor, are as follows:

\$12.5 to \$25 million
\$25 to \$37.5 million
\$37.5 to \$50 million
\$50 to \$62.5 million
\$62.5 million or more

5.3.4. *Reporting Capabilities*

Contractor must have the capability to capture and provide Level III data at point of sale (sales data at line-item level) from its order processor (e.g., merchant bank). All Level III data must also be available for reporting to the Government. At a minimum, fields must include:

- Unit cost,
- Quantities,
- Unit of measure,
- Product codes,
- Product descriptions,
- Total purchase amount,
- Payment date,
- Merchant's name,
- Merchant's city,
- Merchant's state,
- Merchant category code/business code,
- Ship-from Zip code,
- Ship-to Zip code,
- Freight amount,
- Order date,
- Discount amount,
- Debit/credit indicator,
- Customer agency,
- Merchant taxpayer identification number,
- 1099 status and merchant Zip code,
- Transaction number

Contractor must have the capability to provide this data and any reports in XML format or in standard Microsoft Office document formats as determined by the Contracting Officer, Program/Project Officer, or designee(s). The Government may change submittal procedures from time to time, at no additional charge.

5.3.5. *Customer Service*

Contractor shall provide a customer service center that is operational, at a minimum, from 9:00 a.m. EDT to 5:00 p.m. EDT, Monday through Friday, except Federal holidays. The hours of operation shall be those of the location of the customers in the 48 contiguous United States, Alaska, Hawaii, and Puerto Rico. Customer service personnel shall be knowledgeable of the Federal Government's purchase procedures and those

procedures specifically tailored to the BPA. Contractor must have dedicated agency managers available to meet with Federal agency officials. The same manager may serve multiple agencies. Contractor must be able to provide training on ordering to agency personnel when requested by the Agency Project Officer. Training may be provided online.

5.3.6. Point-of-Sale Discount

This BPA carries a presumption that it applies to ALL Federal sales, absent evidence that another Government contract or BPA was intended. All MAS sales are BPA sales, except for products excluded from the BPA. No later than 30 days after the effective date of the BPA, Contractor shall provide a point-of-sale discount for all orders when payment is made through the GSA SmartPay card. The Contractor shall recognize the GSA SmartPay card and automatically charge a price no higher than the BPA price (see Terms and Conditions, subsection 5.6.4.). The point-of-sale discount shall apply to all purchases for items covered by the BPA, except when the ordering agency specifies that it is using another acquisition vehicle. BPA pricing shall be honored through all purchase channels.

To address the Electronic Data Interchange (EDI) concerns, a Contractor shall remove MAS Schedule prices on GSA *Advantage!*® and DoD EMail and replace it with the FSSI MRO BPA pricing so that each of the established FSSI MRO contractors will only have one price on GSA *Advantage!*® (not including agency-specific BPA pricing that may be loaded under the BPA aisle). A Contractor can propose another methodology of ensuring that customers receive the BPA discount(s) and is encouraged to propose this methodology in its plan of accomplishment to provide point of sale discount for all BPA orders, as required in the Go/No Go factors.

5.3.7 Quality Control

The Contractor is responsible for providing quality control to ensure a proper level of performance, including procedures employed throughout the BPA's period of performance, that ensure services provided conform to BPA performance standards (e.g., delivery time, deliverables relating to reporting submissions, etc.).

The Government reserves the right to inspect any and/or all surveillance at the Contractor and/or Government facility, as may be necessary to determine supplies or services conform to BPA requirements. The Government will ensure that the Contractor has performed in accordance with the performance standards and expectations as identified by the Performance Requirement Summary (Attachment 5).

5.4. Program Requirements

5.4.1. Program Management Review

The Contracting Officer, Program/Project Officer, and/or designees, shall call quarterly program review meetings for the first year and quarterly or bi-annually for the option period(s), at the Contracting Officer's discretion. Such meetings will be held in any means agreed to between the attendees, either in person, by webinar, or

conference call and may include all BPA holders, representatives from prospective customer agencies, a combination of current and prospective customer agencies, or individual BPA holders.

Some major Federal agencies may establish a central program management function. Such users may require their primary MRO suppliers to participate in agency program review meetings on a periodic basis, at no additional cost to the Government.

5.4.2. *GSA Program Funding Fee*

The GSA Program Funding Fee reimburses GSA for the costs of procuring and administering the BPA. The Contractor shall remit a GSA Program Funding Fee of 2.0 percent (.02) incorporated into its total unit price(s). This program funding fee shall be comprised of the GSA Industrial Funding Fee (IFF) set at 0.75 percent (.0075), and an additional 1.25 percent (.0125) Administrative Service Fee for the BPA, which may be subject to revision(s) at any time. Upon revision, the Contractor is required to adjust pricing up or down by the applicable percentage to reflect the new fee structure.

Remittance of the GSA IFF portion (.0075) of the Program Funding Fee shall be done in accordance with the underlying Federal Supply Schedule 51 V and 56 contracts. Remittance instructions for the Administrative Service Fee portion (.0125) of the Program Funding Fee will be provided to the Contractor within 60 days of BPA establishment by the Contracting Officer or designee. The Government reserves the unilateral right to change such instructions from time to time at no additional cost, following notification to the Contractor.

5.5. Reporting Requirements

5.5.1. *Management Reports*

Contractor shall provide, at no cost to the Government, monthly management reports on the 15th of each month, containing at a minimum:

- Total aggregated spend volume;
- Value and percentage of all purchases by customer;
- Value and percentage of all purchases by pool (e.g., Hardware; Tools and Tool Cabinets; Paints and Finishes; Portable Heating and Cooling; and Electrical and Power);
- Value and percentage of all purchases by channel (e.g., GSA *Advantage!*®, DoD EMALL, telephone, fax, e-mail, in-person, or Contractor-operated website, etc.);
- Value and percentage of all purchases by payment method;
- Average order spend amount;
- Value and percentage of all EPP program items purchased;
- Value and percentage of all CPG items purchased;
- Activities to identify and promote EPP, Energy Star, FEMP, Watersense, BioPreferred.

The Contractor shall furnish reports via e-mail in a format determined by the Contracting Officer, Program/Project Officer, or designee(s), as directed in writing and in accordance with the schedule identified in the deliverables.

5.5.2. *Usage Reports*

The Contractor shall provide, at no cost to the Government, quarterly usage reports utilizing Level III data captured at the transaction level and containing at a minimum:

- Item description,
- Manufacturer's name,
- Manufacturer's part number,
- UPC-A
- Unit of measure,
- Quantity of item sold,
- Number of times an item was ordered during the period,
- Item subcategory (e.g., hardware store; tool cabinets; hand tools and power tools; paints, adhesives, and sealants; portable heating and cooling; and electrical equipment and components),
- BPA extended price,
- BPA unit price,
- Federal Supply Schedule 51V and 56 prices,
- Federal Supply Schedule 51 V and 56 extended prices,
- Total extended cost,
- Environmentally preferable content, including specific attribute(s) and percent of environmentally preferable content,
- Shipping/freight charge,
- Delivery method (e.g., standard, overnight, desktop, secure desktop),
- Shipping weight,
- Supplemental fees charged (e.g., processing orders below the minimum, etc.),
- Customer agency,
- Payment method,
- Sales channel (e.g., GSA *Advantage!*®, DoD EMALL, telephone, fax, e-mail, in-person, or contractor-operated website, etc.),
- Name of BPA contractor, and
- BPA contract number.

The Contractor shall furnish reports in standard format uploaded directly to the Federal Strategic Sourcing Knowledge Management portal as directed, in writing, by the Contracting Officer, Project/Program Officer, or designee(s), in accordance with the schedule identified in the deliverables.

5.5.3. *Performance Metrics Reporting*

The Contractor shall provide, at no cost to the Government, monthly performance metrics and measurement reports on the 15th of each month. These metrics and measure

will gauge vendor BPA performance and will evaluate areas that include, but are not limited to:

- Adherence to delivery schedule:
 - Scheduled versus actual delivery dates by transaction;
- Meeting BPA terms and conditions:
 - Detailed report of terms-and-conditions complaints reported by GSA or BPA customers;
- Ensuring adequate inventory levels:
 - Number and percent of line items with Fill or Kill invoked at task order on all pools
 - Number and value of items cancelled under Fill or Kill;
- Meeting reporting requirements:
 - Date required reports delivered, and
 - Identification of delinquent reports and reason for deficiency;
- Product damages and returns:
 - Volume and value of damaged and returned products,
 - Number of instances of damaged and returned products, and
 - Resolution of damaged and returned issues;
- Environmentally preferable content where applicable:
 - Products offered with environmentally preferable content,
 - Products refreshed for higher environmentally preferable content (content to/from), and
 - Products with no environmentally preferable content available;
- Customer satisfaction:
 - Annual customer satisfaction survey.

The Contractor will provide performance metrics and measures at the aggregated BPA level and individual agency level to the Contracting Officer. Contractor shall furnish reports in standard format as directed, in writing, by the Contracting Officer, Project/Program Officer, or designee(s), in accordance with the schedule identified in the deliverables.

5.6. Terms and Conditions

5.6.1. The core-items list may be revised as dictated by market conditions and fluidity. This requirement shall occur at least semi-annually; frequencies may be revised in the future. Pricing for replacement items shall be based on the lower of the same percentage discount from the Contractor's Federal Supply Schedule 51 V and 56 contracts as the item being deleted, or results of updated pricing proposals for revised market baskets.

5.6.2. The Contractor may elect to accept orders below the minimum order amount (see Order Minimum, subsection 5.7.6.) and may require customers to pay a processing fee for any order below the minimum. The Contractor shall indicate processing fee on Attachment 2, MRO Supplies Quote Sheet.

- 5.6.3. It is anticipated that in the vast majority of situations authorized ordering officials shall pay with the GSA SmartPay card and issue transactions via DoD EMALL or GSA *Advantage!*®. The Contractor shall accept all ordering methods and payment methods, including purchase orders, convenience checks, and cash.
- 5.6.4. Contractor shall agree to accept the GSA SmartPay card as a method of payment for orders under the BPA. Payment via the GSA SmartPay card shall automatically trigger BPA pricing, without separate request, regardless of the sales channel. The cardholder shall not be required to ask for the discount, reference a BPA or contract number, and also shall not be required to sign up for a loyalty card program.
- 5.6.5. GSA SmartPay card holders in the 48 contiguous United States, Alaska, Hawaii, Puerto Rico, and international locations may use the BPA for the purchase of MRO supplies.
- 5.6.6. The Contractor shall provide the Contracting Officer, Project/Program Officer, or designees with a primary and alternate point of contact (POC) within 3 to 4 business days after establishment the BPA. The Contractor shall provide updated information for POC/alternate as changes occur.
- 5.6.7. Within 10 business days after establishment of the BPA, the Contractor must submit an electronic format of its most current printed full-line catalog reflecting BPA-awarded pricing (Microsoft Excel spreadsheet) to the Contracting Officer, Project/Program Officer, or designee(s).
- 5.6.8. The Government reserves the right to cancel a BPA at any time if it is no longer needed, no longer represents competitive pricing, does not provide adequate service (e.g., delivery, billing, AbilityOne substitutions, item quality), or the BPA holder is otherwise not in compliance with the BPA terms and conditions. The Contractor shall notify the Contracting Officer and Agency Project Officer(s) no less than 60 days prior to the expiration of the Contractor's Federal Supply Schedule contracts. The BPA's period of performance will not extend beyond the expiration date of the Contractor's Federal Supply Schedule contracts.
- 5.6.9. The terms and conditions of this BPA shall apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of the BPA and the Contractor's packing slip, the provisions of this BPA will take precedence.
- 5.6.10. All terms and conditions of the Contractor's awarded Federal Supply Schedule 51 V and 56 contracts shall apply to the BPA and orders issued against the BPA by participating agencies. The terms and conditions of the Contractor's Federal Supply Schedule 51 V and 56 contracts shall prevail over the BPA and all orders, except to the extent that lower prices in the established BPA shall take precedence over higher prices in the Contractor's Federal Supply Schedule 51 V and 56 contracts. Additionally, delivery terms in the BPA are applicable to BPA orders.

5.6.11. The Government reserves the right to reopen this RFQ in order to establish additional BPAs if the GSA Contracting Officer determines it to be in the best interest of the Government to increase competition, support socio-economic goals, or to achieve other Government interests or requirements.

5.7. Ordering Requirements & Procedures

5.7.1. *Order Placement*

Order placement via telephone, fax, e-mail, in-person, or Contractor-operated website shall be accepted. It is anticipated that the vast majority of orders will be through DoD EMALL and GSA *Advantage!*®.

5.7.2. *Order Responsiveness*

For orders placed electronically, the Contractor shall provide the following:

- Electronic acknowledgement within 8 hours to the customer that the order was received;
- Electronic acknowledgement within 8 hours of the order being shipped;
- Electronic acknowledgement of credit returns or refunds within 48 hours; and
- Out-of-stock/backorder notification within 24 hours with follow-up telling customer when item will be available

5.7.3. *Partial Orders – Fill or Kill*

Fill or Kill applies at the line-item level, not at the order level. The Contractor must:

- Notify the cardholder or Government employee/purchaser placing the order if there are any problems filling an order;
- Provide any anticipated wait time; and
- Allow the customer to cancel that item or wait for the later delivery.

Notification and agreement with the customer must be in writing or through the ordering portal. The Contractor will automatically deliver items available and notify customers within 24 hours of order placement when a back-ordered item can be delivered. Customers will determine if they wish to wait for the back-ordered item or order from another BPA holder. If no response is received from the customer within 24 hours of notification of a back-ordered item's delivery estimate, the Contractor shall default to "Kill" for the line item.

5.7.4. *Damaged Goods*

Damaged goods are the Contractor's responsibility and liability. If ordered items are received in damaged condition, the Contractor must replace items within 3 business days after receipt of notification of damage, at the Contractor's expense. The delivery of replaced items must adhere to the delivery timeframes specified in the original order.

The Contractor must provide a returned merchandise authorization (RMA) and prepaid shipping label with each replacement order. The cardholder or Government employee/purchaser will document damage on shipping documents.

5.7.5. *Order Tracking*

The Contractor shall maintain an order tracking system that permits the Government to ascertain the location of an order between the time the order leaves the Contractor's facility and delivery and acceptance at destination. The Contractor shall report order status through GSA *Advantage!*[®], DoD EMALL, or the agency-specific portal for orders placed through these sites.

5.7.6. *Order Minimum*

The established minimum order amount shall be \$100.00. Express shipping fees, inside delivery fees, or secured delivery fees do not apply to the minimum order amount.

5.7.7. *Other ordering information*

The following terms shall apply:

- Agencies may follow different processes to determine which BPA holder(s) to use, based on their goals and program objectives. For example, some agencies may want to use a combination of a requisition based solution, a 4PL solution, and a purchase card based solution.
- Agencies may directly place orders for less than \$3,000;
- Agencies should comparatively price the core-items list from all Contractors within the applicable pool for orders of more than \$3,000;
- Agencies are required to request price reduction and seek further competition among the established FSSI MRO BPA holders for unusual, unique, and high-dollar-value purchases, and are strongly encouraged to use either GSA's E-Buy system or a reverse auction to do so.

5.8. Billing and Payment Requirements

5.8.1. *Acceptance of Government Purchase Cards*

Contractors are required to accept the GSA SmartPay card and purchase orders for orders against the BPA. Personnel who provide a valid GSA SmartPay card with the appropriate agency prefixes are authorized.

The Contractor shall charge the GSA SmartPay card holder only upon 100 percent fulfillment of an order, excluding any agreed to back-ordered items. The Contractor shall charge the GSA SmartPay card only once per order, regardless of the number of shipments, except agreed to back-ordered items may be charged separately upon order fulfillment.

When a GSA SmartPay card is not used, the Contractor must restrict purchases to the Agency Project Officer or his/her designated purchasing official.

5.8.2. Invoice Request

The Contractor shall automatically send an electronic copy of the invoice to the cardholder or Government employee/purchaser.

5.8.3. Issue One Invoice

The Contractor shall issue one detailed invoice to the buyer for the total amount of an order regardless of the number of partial shipments. No split invoices are authorized.

5.8.4. Tax Exemption

The Contractor must provide tax exemption, where applicable, for all purchases covered under the BPA in accordance with FAR 52.229-3, Federal, State, and Local Taxes. The FSSI MRO Program Office will provide agency tax-exempt certificates to BPA holders upon request.

5.9. Delivery Requirements

5.9.1. Delivery

Except when otherwise specified in the order, all orders shall be delivered via ground within the contiguous United States, within 3 to 4 business days after receipt of order (see Attachment 2, MRO Supplies Quote Sheet).

5.9.2. Freight on Board (FOB) Destination

The Contractor must ensure delivery to locations specified by the purchasing agency, including to specific offices or rooms inside large Government buildings or facilities, FOB destination.

5.9.3. Packing Slip

The Contractor shall prepare a packing slip for each order placed under the BPA and provide it with the order. The Contractor shall ensure the delivery ticket or packing slip contains the following minimum information:

- Name of BPA Contractor;
- BPA contract number, order, or call number;
- Name of cardholder or Government employee/purchaser and activity address;
- Date of purchase;
- Itemized list of supplies shipped, including total cost of the order;
- Manufacturer's part numbers;
- Model number or National Stock Number (NSN); and
- Quantity, unit price, and total cost of each item shipped.

The name of the cardholder or Government employee/purchaser and the agency name shall appear in all "ship-to" address blocks of packing slips and invoices.

5.9.4. *Returns*

The Contractor shall allow the Government to return items in the original packaging and in sellable condition up to 30 days from the date the item was delivered. The Contractor shall provide a full refund, less any applicable restocking fee, for such items within 30 days of receipt of the returned item.

5.9.5. *Restocking fees*

The Contractor may assess a restocking fee in accordance with the established schedule restocking fee amount, however capped at no more than 10 percent of the item cost when the Contractor incurs additional costs due to customer ordering error. There shall be no restocking fees when the item is returned due to item condition or Contractor error.

5.9.6. *Reliability*

The Contractor must maintain a 98 percent on-time delivery record. On a rolling 90-day basis, delivery must occur within the required timeframes for at least 98 percent of orders placed during the period.

The 98 percent on-time delivery baseline will not include any items for which the Contractor has notified the customer of stock outages or delivery problems at time of order placement.

5.10. Deliverables

5.10.1. The Contractor shall provide, at no cost to the Government, BPA-related performance metrics and measures on the 15th of each month.

5.10.2. Within 5 business days of BPA establishment, and of any modifications to BPA items or pricing, the Contractor shall upload the BPA catalog to DoD EMALL and GSA *Advantage!*® reflecting awarded prices. As a condition of placing orders, agencies also may require the Contractor to upload the BPA catalog to other portals.

5.10.3. The Contractor shall provide the Contracting Officer, Project/Program Officer, or designee(s) with a primary and alternate POC within 3 to 4 business days after establishment the BPA. The Contractor shall provide updated information for POC/alternate as changes occur.

5.10.4. The Contractor must ensure its catalog contains pictures of all products. The catalog is to be completed within 30 days of BPA establishment and any BPA modification(s).

5.10.5. Within 10 business days of BPA establishment, the Contractor must submit its most

current full-line catalog reflecting BPA established pricing catalog in electronic format (Microsoft Excel spreadsheet) to the Contracting Officer, Project/Program Officer, or designees.

5.10 .6. Remittance of the IFF portion (.0075) of the Program Funding Fee shall be done in accordance with the underlying Federal Supply Schedule 51 V and 56 contracts. Remittance instructions for the Administrative Service Fee portion (.0125) of the Program Funding Fee will be provided to the Contractor within 60 days of BPA establishment by the Contracting Officer or designee. The Government reserves the unilateral right to change such instructions from time to time at no additional cost, following notification to the Contractor.

The following schedule of deliverables will be used by the GSA Contracting Officer’s Representative to monitor timely progress of the established BPA. All references to days are workdays; the abbreviation NLT stands for no later than. When the due date is a non-work day, the deliverable is due by the next work day.

Milestone/Deliverable	Action Provided From	Planned Completion Date
Kickoff Meeting	Contractor /Government	NLT 5 days after date of BPA establishment
Management Report (5.5.1)	Contractor	Monthly; due on 15 th of each month
Usage Report (5.5.2)	Contractor	Quarterly; due on 15 th of the first month of the quarter
Performance Metrics Report (5.5.3)	Contractor	Monthly; due on 15 th of each month
Operational Point-of-Sale Requirements	Contractor	30 days after date of BPA establishment
Report uploaded to website designated by the Contracting Officer (5.5.2)	Contractor	Within 30 days of notification to migrate reports to website
Catalog on GSA <i>Advantage!</i> ®, DoD EMALL, and BPA holder’s online catalog (5.10.2)	Contractor	5 days after date of BPA establishment
Primary and alternate POC (5.6.6)	Contractor	3 to 4 business days after date of
Pictures on GSA <i>Advantage!</i> ® and DoD EMALL (5.10.4)	Contractor	30 days after date of BPA establishment
Remittance instructions provided by GSA for Administrative Services Fee (5.4.2)	Government	60 days after date of BPA establishment

6. Government Administration Considerations and Responsibilities

6.1. The Contracting Officer is the sole point of contact for this requirement during the solicitation. Address any questions or concerns you may have to Glenda Lambert, Contracting Officer and Shaun Hankton, Contract Specialist. Written requests for

clarification may be sent to Mrs. Lambert and Mr. Hankton at the following email addresses:

Glenda Lambert
General Services Administration
Federal Acquisition Service (FAS)
Center for Innovative Acquisition Development
E-mail: glenda.lambert@gsa.gov

Shaun Hankton
General Services Administration
Federal Acquisition Service (FAS)
Center for Innovative Acquisition Development
E-mail: shaun.hankton@gsa.gov

- 6.2. Agencies shall have the option of designating a central Agency Project Officer (APO) to perform certain administration functions within the scope of the BPA, and to address and resolve issues specific to the ordering agency. The APO also is responsible for final inspection and acceptance of all reports and other responsibilities as may be specified in the BPA. The APO is not otherwise authorized to make any representations or commitments of any kind on behalf of the Contracting Officer or the Government. The APO does not have authority to alter the Contractor's obligations or to change the BPA specifications, pricing, terms, or conditions. If, as a result of technical discussions, it is desirable to modify the BPA requirements and/or terms and conditions, changes will be issued in writing and signed by the Contracting Officer. Any disputes arising from any awards against established BPAs that remain unresolved shall be subject to resolution in accordance with FAR 8.406-6, Disputes, and under the terms and conditions of the respective Contractor's Federal Supply Schedule 51 V and 56 contracts.
- 6.3. Assignment of APOs for this BPA may be changed at any time by the Government without prior notice to the Contractor. However, the Contractor will be notified of the change in writing.

7.0 Methodology for Evaluation and Basis for BPA Establishment

The decision to establish the number of BPAs required within each Pool will be based on the lowest priced quotes among the eligible contractors providing technically acceptable quotes. Quotations will be evaluated on the basis of Technical, Socioeconomic Status, and Price Factors.

In each pool, there will be 3 BPAs established under this RFQ and Market Basket. Out of the 3 BPAs established in each pool, some of the BPAs will be set-aside in accordance with the table shown below.

Pool Number	Number of BPAs	Number Set-Aside for Small Business
1	3	2
2	3	2
3	3	1
4	3	2
5	3	2

7.1. General Instructions for Quotation Submission

Contractors are to recertify their size status on the cover sheet of their quotation. (Attachment 8)

7.1.1 Format Submission

In order to effectively and equitably evaluate all quotations, the Contracting Officer must receive information sufficiently detailed to clearly address submission requirements as outlined below. Quotations sought by this solicitation shall be contained on a standard CD or DVD, and divided into two tabs as follows:

- **Tab I – Technical Quotation**
Written technical quotation to address the Go/No Go factors (see subsection 7.1.2. Quote Closing Date and Time) and attachments 1, and 3-8.
- **Tab II – Price Quotation**
Pricing information to include the quotation bid schedule as provided in Attachment 2, MRO Supplies Quote Sheet.

7.1.1.1. Contractor shall submit quotes in soft copy format.

- **Soft copy instructions:** The Contractor shall submit full quotation in electronic format on a standard CD or DVD. All media shall be write-protected, and no file shall be password protected. The Contractor shall submit quotation using appropriate Microsoft Office 2003 (or newer version) applications. The CD or DVD shall include the Contractor’s name, the solicitation number, and the Disk Number (e.g., 1 of 3) on the label. The Contractor must submit two (2) CDs or DVDs.

7.1.1.2. Within each Section, the quotation pages shall be sequentially numbered. Information shall NOT deviate from Government provided format and shall be double-spaced. The printed letters shall be 12 point (Times New Roman recommended) and three lines per linear inch or equivalent as the minimum size standard. No reduction is permitted except for organization charts or other graphic illustrations. The Contractor shall ensure the print is easily readable. Double spacing is not required for information in tables/graphics. The Contractor shall not use charts, tables, or graphics to

subvert the page limits. Each page shall have a 1 inch margin on all four sides. Header and footer information, which shall not be evaluated, may be included in the 1 inch margin space.

7.1.1.3. Tab I – Technical Quotation shall be page limited as follows. An introduction to the Technical Quotation may be provided but will not be evaluated.

- Pages shall not be traded, that is, if the response to a section is less than the maximum allowed, the pages of another section shall not be increased to compensate.
- Blank sides and section dividers are not included in the page count.
- Information submitted on any pages beyond the page limitation shall not be reviewed or evaluated.

The Government reserves the right to verify and/or follow-up on any of the information presented in the quotation.

7.1.2. *Quote Due Date and Time*

The following are the items to be submitted and their respective delivery dates.

Deliverable	No later than	Date
Tab I – Technical Quotation	3:00 PM EDT	July XX, 2013
Tab II – Price Quotation	3:00 PM EDT	July XX, 2013

7.1.3. Submission of a quote must be executed by a representative of the Contractor authorized to commit the Contractor to contractual obligations.

7.1.4. Contractor is expected to examine this entire RFQ document. Failure to do so will be at individual Contractor’s risk.

7.1.5. Contractor shall furnish all information as called out by this RFQ.

7.1.6. The Government may establish BPAs without discussion based on initial quotes received. Accordingly, each initial quote should be submitted in as complete a form as possible and without exception to any provision.

7.1.7. The Government will not pay any Contractor for quotation preparation.

7.1.8. Contractor shall provide the authorization letter from AbilityOne with offer.

7.1.9. The Contractor shall agree to hold submitted quotes for no less than 60 days.

7.2. Evaluation Criteria

Method of BPA establishment: Quotations under this solicitation will be evaluated for technical compliance, as specified in the RFQ solicitation, against the evaluation criteria to determine the greatest overall benefit to the Government. The Government will evaluate technical and price information contained in the quotations and, if necessary, information obtained by the Government.

7.2.1. Technical/Quality Evaluation and General Rating System

The Government will perform an in-depth review of the quotes. The Evaluation Team will rate each evaluation factor for each quote against the specified evaluation criteria in the solicitation. The Evaluation Team will not compare technical quotations against each other.

The evaluation process will consist of the quotation compliance review, the technical review, and the price evaluation. The decision will be made on the basis of an assessment of the evaluation results as a whole, in accordance with the RFQ requirements.

The quotation compliance review consists of an initial check of a quote by the Contracting Division against the RFQ requirements. This review may eliminate quotes that fail to provide all required information and documents in the format and detail specified. This review is to ensure that all required forms and certifications are complete.

The following adjectival rating scheme ratings system shall be employed to evaluate the factors proposed:

- Acceptable (Go). Meets all requirements. Quote is relevant and clear.
- Not Acceptable (No Go). The approach provided is significantly deficient in content/description of solution and/or does not meet the requirements.
- Neutral (N). Applicable only to quote(s) with no past performance status.
- All eligible firms found technically acceptable will be evaluated for pricing, per the procedures in Paragraph 7.2.2, Pricing, Attachment 2, MRO Supplies Quote Sheet, is the “bid sheet” for this requirement.
- The Contractor must insert the specific model number quoted, USING EITHER THE STANDARD WHOLESALER OR MANUFACTURER PART NUMBER, the schedule price, and the BPA price. Every single item must be quoted with a qualifying product. Failure to bid an item, and/or failure to specify standard wholesaler or manufacturer part numbers may result in the rejection of the quotation.
- The Contractor must complete the aggregate discounts offered.
- For each pool, this information will trigger several calculations.

1. One, the spreadsheet will multiply the per unit market basket price by the historic purchased quantity, to calculate an extended price.
2. Two, all of the extended prices in the pool will be summed.
3. Three, the following discount formula will be applied based on the volume discount offered.

The formula is provided in Attachment 2, MRO Supplies Quote Sheet.

4. Four, the inputs will result in a “category” discount. This category discount applies to all non-Market Basked items.
- NON-MARKET BASKET items found in the Contractor’s schedule contract which are within the scope of this program may be offered as part of the Contractor’s catalog. The Contractor shall enter the word “YES” to confirm that they are offering this category discount to all non-market basket items within the pool.
 - Except for the category discount, this calculation results in the “market basket bid.”

TECHNICAL QUOTATION GO/NO GO FACTORS:

Technical quotations will first be evaluated on the following sub-factors to determine if they are technically acceptable. Only the quotes found to be technically acceptable on all technical sub-factors will qualify for the price evaluation phase. Contractors may submit quotes in all five (5) Pools, if they meet the qualifications for the Pool for which the quote is submitted.

The Government will evaluate the technical quotes based on a two (2) step process: non-price factors and lowest price technically acceptable. The factors will be defined and separated by the specific pools and the specific requirements. The evaluations will be based on the information presented in the prospective contractor’s quote with the exception of past performance which will be obtained by GSA from the various government reporting systems. The Contractor shall have the SINS on their GSA Schedule prior to submitting the quote.

The quotes will be reviewed to determine if they are technically acceptable, if the quote receives a Go on the first technical review it will move to the lowest price, technically acceptable phase. Quote’s that receive a No Go review will move to the second technical review. If the quote receives a Go on the second review it will move to the lowest price technically acceptable phase. However, if the contractor fails to meet both technical reviews, contractor’s quote will be rejected and no longer considered for a BPA.

The Contractor must meet the following Go/No Go requirements:

(1) **AbilityOne-certified Contractor:** The Contractor shall provide evidence that they are AbilityOne certified. Such data may be verified with AbilityOne. GSA will look for specific evidence that the Contractor is currently AbilityOne certified. Contractors not demonstrating that

they are AbilityOne authorized resellers will be receive a No Go rating. One page maximum.

(2) Demonstrated ability to meet all environmentally preferable requirements: The Contractor shall provide evidence that they have met all environmentally preferable requirements as outlined in Section 7.105(b)(16), Environmental and Energy Conservation Objectives and Requirements. If the Contractor is unable to provide sufficient narrative evidence that they comply with all environmentally preferable requirements they receive a No Go rating. Three page maximum.

(3) Demonstrated ability to provide 100 percent core Market Basket vs. non Market Basket items per pool: The Contractor shall supply evidence that they can provide 100 percent of the Market Basket vs. non Market Basket items on *GSA Advantage!*® and/or the published catalog. For Contractors quoting 100 percent full core-items list products, GSA will perform random sample verification, based on the correct wholesaler or manufacturer part numbers, to ensure the products offered meet the descriptions and environmental attributes, are TAA and ETS requirement compliant, and are on the Contractor's Federal Supply Schedule 51V or 56 contracts. Proposal of items that do not meet the core item descriptions and all regulatory requirements specified in the RFQ shall result in a quote receiving a No Go rating. (Attachment 2)

(4) Demonstrated ability to provide order status to *GSA Advantage!*®: The Contractor shall demonstrate that they have the ability to provide order status and tracking capabilities through *GSA Advantage!*® The Contractor must have up-to date contact information. The Contractor's narrative response must be detailed enough to reflect that they are very familiar with *GSA Advantage!*® and are able to use this system to provide order status and tracking for Federal customer agencies or the quote will receive a No Go rating. One page maximum.

(5) Realistic plan of accomplishment to provide point of sale discount for all BPA orders: The Contractor shall provide a plan of accomplishment to provide point of sale discount within 30 days of BPA establishment. GSA will look for clear actionable milestones and controls that the date will be met. In evaluating the plan of accomplishment to provide a point of sale discount within 30 days of BPA establishment, GSA will look either for evidence that the Contractor is already providing a point of sale discount, or for clear actionable milestones and controls that assure the date will be met. If the Contractor's response does not include this information they will receive a No Go rating. Three pages maximum.

(6) Agency-defined reports at no additional cost: The Contractor shall agree to provide agency-specific reports at no additional cost by providing a narrative explanation. If the Contractor does not provide a narrative agreeing to this factor they will receive a No Go rating. One page maximum.

(7) Standard delivery anywhere CONUS within 3 to 4 business days: The Contractor shall provide a narrative discussion concerning how it will provide 3 to 4 business day ground transportation within CONUS to ensure it is a realistic approach. If the Contractor does not submit evidence that they can provide ground delivery within 3 to 4 business days they will receive a No Go rating. One page maximum.

(8) **OCONUS Delivery:** Demonstrate ability to recognize orders ultimately bound for overseas and ability to comply with marking, packing, and labeling requirements. In evaluating overseas capability, GSA is first looking for information confirming that the Contractor recognizes which orders are bound for overseas delivery (i.e., those orders going to a DOD consolidation point). Second, GSA is looking for information to show the Contractor recognizes that such orders have unique marking, packing and labeling requirements, and that the Contractor can meet such a requirement. A sample overseas label would be a good example of meeting this requirement. If the Contractor does not provide evidence that they can recognize orders ultimately bound for overseas and the ability to comply with marking, packing, and labeling requirements, they will receive a No Go rating. Three pages maximum.

(9) **Demonstrated Level III transaction data at the line-item level: *capability of reporting:*** *See section 5.3.4. in the RFQ for the list of requirements:* The Contractor shall demonstrate the capability to provide Level III transaction data. In evaluating the Contractor's ability to provide Level III transaction data, GSA will look for supporting documentation from the Contractor's order processor (e.g., merchant bank) or for sample reports showing that Level III data is already being provided. If the Contractor does not demonstrate their capability to provide Level III transaction data they will receive a No Go rating. Three pages maximum.

(10) **Demonstrated ability to offer Fill or Kill status:** The Contractor shall supply evidence of a clear understanding of the requirement for Fill or Kill at the line-item level. If a narrative is provided that does not demonstrate clear understanding of this requirement the Contractor will receive a No Go rating. One page maximum.

(11) **Berry Amendment:** The Contractor shall provide a written statement declaring assurances that the item(s) are compliant according the Berry Amendment. Failure to provide this written statement will result in a No Go rating. One page maximum.

(12) **552-203-72 Representation by Corporations Regarding an Unpaid Delinquent Federal Tax Liability or a Felony Conviction under any Federal Law:** The contractor shall certify that they do not have any past Delinquent Federal Tax Liability or a Felony Conviction under any Federal Law. Failure to provide a complete copy of this document will result in a No Go rating. (Attachment 6)

(13) **Trade Agreement Act (TAA) compliant:** The Contractor shall provide a written statement declaring assurances that the item(s) are TAA compliant. If the Contractor fails to provide this documentation concerning their TAA compliance the quote will result in a No Go rating. One page maximum.

(14) **Past Performance:** Past performance will be determined through review of the System for Award Management (SAM), as well as the Federal Awardee Performance and Integrity Information System (FAPIIS), Past Performance Information Retrieve System (PPIRS), ACO Report Cards, and other data obtained from other sources that are considered accurate and relevant. Reports will be retrieved by each contractor's DUNS. Assessment reports covering the previous three (3) years from the RFQ closing date, with the NAICS Codes for each pool

will be evaluated. The following PPIRS rated categories will also be reviewed: Quality of Products and Delivery Schedule.

If it is determined through the review of the SAM, FAPIIS, PPIRS, FSS Online assessment reports, ACO Report Cards, or other data that a Contractor has more than two (2) poor and/or unsatisfactory rating in any of the above mentioned categories they will receive a No Go rating. In situations where the Contractor does not have record of past performance or if GSA has no information the Contractor will receive a neutral rating.

(15) Subcontracting Plan Requirement: Large businesses only must submit a Subcontracting Plan with goals greater than those under their existing Federal Supply Schedule 51 V and 56 contracts. In addition, a copy of the current approved subcontracting plan must also be provided. Failure to provide a subcontracting plan with goals that exceed their schedule plan and the contractor's current subcontracting plan will receive a No Go rating. (Attachment 7)

7.2.2 Price

In the price evaluation, there is a potential for multiple rounds of revised pricing submissions. If the Government chooses to allow revised pricing submissions, it may publish Contractor offered pricing information to all Contractors with the aim of aiding Contractors in more effectively revising their quotations by having the ability to directly compare their own prices against the best pricing offered in the previous round of revised pricing submissions. If the Contracting Officer determines that it is in the best interest of the Government to provide the current best price offerings prior to establishment of the BPAs, the best offered price information will be provided in the form of a single, non-attributable "best total market basket value" figure. No additional quotation information regarding the best total market basket value (such as specific items proposed, individual item pricing, name of Contractor offering best value, etc.) will be provided beyond the single calculated dollar figure.

Once the pricing has been established, Contractors submitting technically acceptable quotes for all Pools will be given the opportunity to revise price quotes. It is anticipated that only one revised pricing submission will be permitted at this juncture and that BPAs will be established with the Contractors offering the best pricing solution. However, the Government reserves the right to request an additional round of revised pricing following the same procedures used for the evaluation of all Pools, if deemed necessary by the GSA Contracting Officer.

While the opportunity for revised quotations is anticipated, the Government reserves the right to establish BPAs based on the initial quotes without further revisions. The Government is not obligated to conduct discussions and may eliminate a quote from consideration or establishment of a BPA without discussions, if deemed appropriate. Therefore, Contractors are urged to carefully complete their quotation packages and to offer their best possible BPA prices in their initial quotations.

Contractor must offer all items in the core-items list. This entails proposing item information and pricing for items that meet the requirement descriptions provided in the

core-items list. GSA will check a sampling of proposed items during price evaluation to ensure they meet the purchase descriptions and all of the regulatory requirements specified in the RFQ. Quotes of items that do not meet the core item descriptions and all regulatory requirement specified in the RFQ may result in an offer being deemed substantially incomplete and eliminated from further consideration of BPA establishment.

For purposes of price evaluation, GSA will calculate the expected market basket cost of each offer using the proposed pricing and estimated volume levels of the core items listed within each pool.

The total offer expected market basket cost for each pool will be determined through a weighting of the proposed pricing at the base and aggregated discount tier levels as shown in the tab, "Additional Pricing" in Attachment 2, MRO Supplies Quote Sheet. Weightings that will be used for this evaluation are as follows:

- 35 percent at base proposed pricing;
- 25 percent at first aggregated discount tier pricing;
- 20 percent at second aggregated discount tier pricing;
- 10 percent at third aggregated discount tier pricing; and
- 5 percent at fourth aggregated discount tier pricing.
- 5 percent at fifth aggregated discount tier pricing.

The aggregate tier levels, based on the sales by Contractor, are as follows:

\$12.5 to \$25 million
\$25 to \$37.5 million
\$37.5 to \$50 million
\$50 to \$62.5 million
\$62.5 million or more

Pricing for non-core items will not be directly evaluated. Discount levels for these items will be automatically calculated to be equal to the contractor's discount (percentage off MAS prices) by category on the core-items list.

GSA will not separately evaluate option-year pricing. Option-year pricing will be based on the Contractor's Federal Supply Schedule contract pricing as set forth in this RFQ. However, pricing will be evaluated based on the combination of the offered discounts and all of the offered volume discounts and aggregate tiers. The offered price and volume discounts and aggregate tiers will be evaluated individually to ensure that the pricing is balanced.

GSA will evaluate quotes and make a best value determination based on the evaluation of non-price and price factors. The evaluated lowest price, technically acceptable will be the determining factor. Award will be made to the Contractor(s) whose quote is the best value to the Government.

The MRO Purchasing Base Pool Descriptions are as follows:

Pool One: Hardware

The Hardware pool includes items that can typically be found at hardware or home improvement stores encompassing items used to perform a variety of maintenance and repair jobs. Examples of products represented in the Hardware pool include, but are not limited to: screws, ladders,

brackets, drill bits, welding equipment, hoses, valves, faucets, rollers, drop cloths, storage containers, protective goggles, and earplugs. The Hardware pool is estimated to account for 30-40% of the overall MRO spend. GSA intends to establish three (3) BPAs for this pool. The Government has a preference for two (2) of the BPA holders to be small businesses for this pool.

Pool Two: Tools and Tool Cabinets

The Tools and Tool Cabinets pool includes hand tools, power tools, and storage specifically designed for tools. Examples of products represented in the Tools and Tool Cabinets pool include, but are not limited to: wrenches, shears, screwdrivers, scissors, saws, knives, hammers, drills, tool sets and kits, tool batteries, and tool cabinets. The Tools and Tool Cabinets pool is estimated to account for 10-20% of the overall MRO spend. GSA intends to establish three (3) BPAs for this pool. The Government has a preference for two (2) of the BPA holders to be small businesses for this pool.

Pool Three: Paints and Finishes

The Paints and Finishes pool includes substances used as paints, adhesives, sealants, and stains. Examples of products represented in the Paints and Finishes pool include, but are not limited to: paints, adhesives, sealants, stains, varnishes, shellacs, and lacquers, as well as small specialized tools and equipment related to painting and finishing. The Paints and Finishes pool is estimated to account for 4-8% of the overall MRO spend. GSA intends to establish three (3) BPAs for this pool. The Government has a preference for one (1) of the BPA holders to be small businesses for this pool.

Pool Four: Portable Heating and Cooling

The Portable Heating and Cooling pool includes items used for the purpose of heating, ventilation, and air conditioning. Examples of products represented in the Portable Heating and Cooling pool include, but are not limited to: portable air conditioners, portable heaters, portable fans, humidifiers, and dehumidifiers. The Portable Heating and Cooling pool is estimated to account for 2-6% of the overall MRO spend. GSA intends to establish three (3) BPAs for this pool. The Government has a preference for two (2) of the BPA holders to be small businesses for this pool.

Pool Five: Electrical and Power

Electrical and Power is a pool covering various types of electrical and power equipment and components. Examples of products represented in the Electrical and Power pool include, but are not limited to: pumps, compressors, generators, motors, lights, cables, extension cords, surge protectors, switch boxes, lanterns, flashlights, batteries, and battery chargers. The Electrical and Power pool is estimated to account for 35-45% of the overall MRO spend. GSA intends to establish three (3) BPAs for this pool. The Government has a preference for two (2) of the BPA holders to be small businesses for this pool.

7.2.3. Price Quotation Evaluation.

The Government will analyze submitted price quotes and evaluate prices as called out in Attachment 2, MRO Supplies Quote Sheet, and as discussed in Paragraph 7, Methodology for Evaluation and Basis for BPA Establishment. However, the Government is not obligated to

conduct discussions and may eliminate a Contractor from consideration or establishment of a BPA without discussions if appropriate.

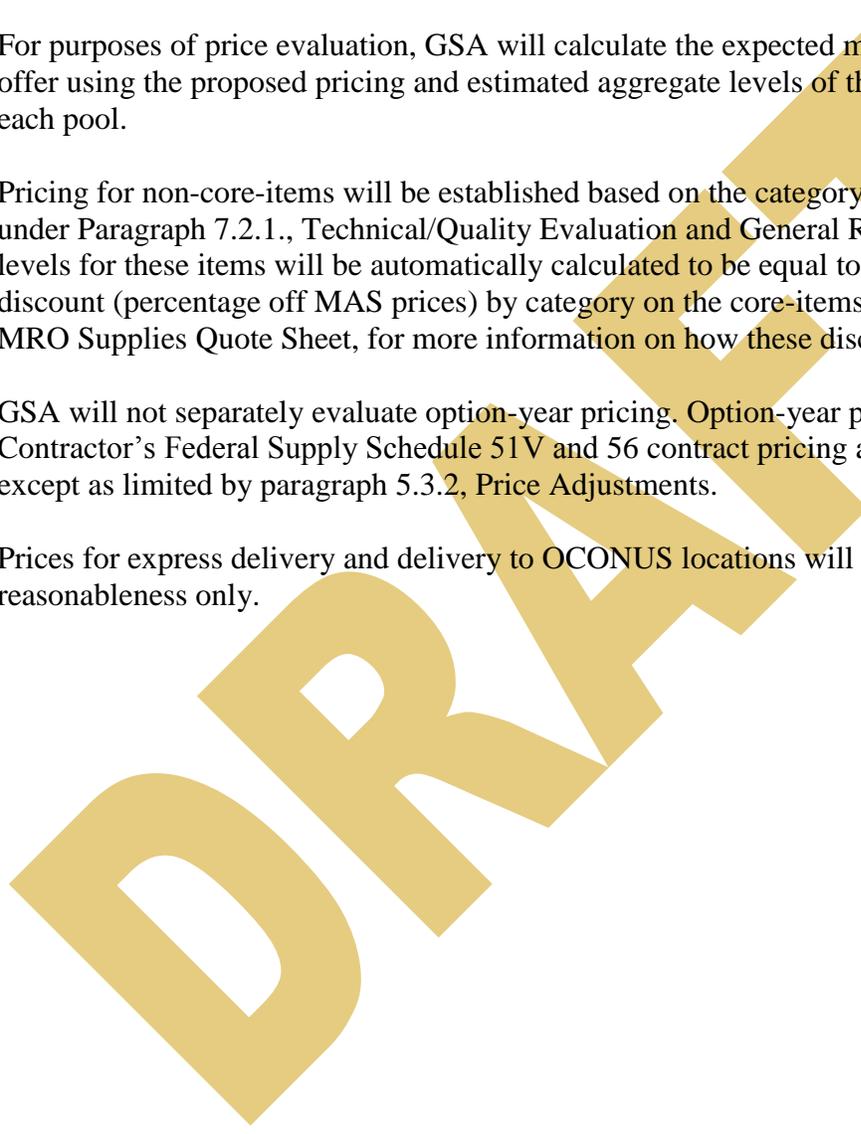
Note: All price quotes for items listed in Attachment 2, MRO Supplies Quote Sheet, must be on the Contractor's Federal Supply Schedule 51V or 56 contracts prior to quotation due date and time.

For purposes of price evaluation, GSA will calculate the expected market basket cost of each offer using the proposed pricing and estimated aggregate levels of the core-items listed within each pool.

Pricing for non-core-items will be established based on the category discount model discussed under Paragraph 7.2.1., Technical/Quality Evaluation and General Rating System. Discount levels for these items will be automatically calculated to be equal to the Contractor's average discount (percentage off MAS prices) by category on the core-items list. See Attachment 2, MRO Supplies Quote Sheet, for more information on how these discounts will be calculated.

GSA will not separately evaluate option-year pricing. Option-year pricing will be based on the Contractor's Federal Supply Schedule 51V and 56 contract pricing as set forth in this RFQ, except as limited by paragraph 5.3.2, Price Adjustments.

Prices for express delivery and delivery to OCONUS locations will be evaluated for price reasonableness only.



8. Attachments/Exhibits

- Attachment 1: Specific Agency Commitments
- Attachment 2: MRO Supplies Quote Sheet
- Attachment 3: Current BPA Prices to Beat
- Attachment 4: EPP Product Criteria
- Attachment 5: Performance Requirement Summary
- Attachment 6: 552.203-72, Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction Under Any Federal Law (DEVIATION)(APR 2012)
- Attachment 7: Subcontracting Plan Template (Large Businesses Only)
- Attachment 8: Cover Sheet

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9. Federal Acquisition Regulation (48 CFR Chapter 1) Solicitation Clauses

Clause No *Clause Title* *Date*

Provisions and clauses incorporated by reference:

Provisions

552.233-70 Protests Filed Directly with the General Services Administration (Mar 2000)

Clauses

52.204-2	Security Requirements	(Aug 1996)
52.204-9	Personal Identity Verification of Contractor Personnel	(Sep 2007)
52.217-9	Option to Extend the Terms of the Contract (fill-in date: 365 days after BPA establishment)	(Mar 2000)
252.201-7000	Contracting Officer's Representative	(Dec 1991)

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