

## Quotation Submission Requirements

and

## EXPRESS Evaluation Criteria and Evaluation Methodology

### Basis for Award

- a. Award will be made to the Offeror whose quotation provides the best value to the Government based upon evaluation of all submitted quotations using the criteria below and a tradeoff process. By submitting a quote, an Offeror agrees to perform all of the PWS requirements, and the quotation shall reflect its ability to do so. Evaluation and award will be conducted under the procedures in FAR Subpart 8.4.
- b. “Best value” means the expected outcome of the acquisition that, in the Government’s estimation, provides the greatest overall benefit in response to the requirement (FAR 2.101).
- c. “Tradeoff” means that the Government may accept other than the lowest priced quotation, where the decision is consistent with the evaluation criteria and the Government reasonably determines that the perceived benefits of a higher priced quotation warrant the additional price.
- d. Offerors must furnish sufficient details in their quotations to allow the Government to assess the quotations against the evaluation criteria listed below. Offerors should not simply restate or rephrase the Government’s requirements as stated in the PWS. Rather, the Offeror shall demonstrate in its own words a thoughtful and convincing approach to address **how** the Offeror intends to perform the specific requirements stated in this Task Order Request for Quotation (TORFQ).
- e. For purposes of this document, “Offeror” means the entity or entities submitting the quotation and is comprised of the Blanket Purchase Agreement (BPA) Team Leader (Prime) or Direct Awardee, as well as BPA Team Members and Subcontractors.
- f. The first two criteria, Technical Expertise, and Risk Mitigation and Management, are of equal importance, and each of them is of greater importance than Price. Price is not expected to be the controlling criterion in the selection, but its importance will increase as the differences between the evaluation results for the other criteria decrease.

### 1. Technical Expertise

- a. The Government will evaluate Technical Expertise based on how well the quotation demonstrates a clear understanding of the requirements and deliverables, and on the Offeror’s expressed ability to successfully perform.

**b.** *[KO Note: Enter Any Additional Specific/Specialized Technical Requirements here. This section is not required. Examples might include (but are not limited to) specific systems, specialized knowledge/skills, required certifications, etc. This paragraph can also be used to*

*spell out how the BASE TD will be evaluated. Sample language for TD evaluation: The Government will evaluate the technical approach provided for the BASE TD effort. ]*

c. The evaluation will assess the Offeror’s understanding of the requirements and the technical methodology. The quotation will be evaluated based on the degree to which it thoroughly demonstrates the Offeror’s understanding of the services to be delivered in order to meet the requirements of the PWS and the Offeror’s ability to perform those services. The Offeror may provide recent (within the last 5 years) and relevant examples of experience, if those experiences demonstrate its understanding of the requirement and its ability to perform the requirement. However, a quotation may also establish its expertise in other ways such as, but not limited to, combinations of stated capabilities and explanations of how seemingly unrelated experiences have provided sufficient preparation to perform the PWS requirements.

d. While award of this task order will require the Offeror to perform all of the PWS requirements, the Government considers the requirements in the following PWS paragraphs to be critical to evaluation of the Offeror’s technical expertise. Thus, these requirements must be specifically addressed in the quotation paragraphs: \_\_\_\_\_. **[KO Note: Enter applicable PWS paragraphs here.]**

e. **[KO Note: Add anything additional that will be evaluated as a result of items added in the above paragraph b. Sample language for TD Evaluation: The evaluation will assess the offeror’s understanding of the BASE TD effort including a technically sound approach and consistency with the proposed overarching PWS approach.]**

f. Technical Expertise will be rated using the following standards:

<b>Technical Expertise Ratings</b>	
<b>Rating</b>	<b>Description</b>
<b>Outstanding</b>	Quotation meets requirements and indicates an exceptional level of expertise and an understanding of the requirements. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low.
<b>Good</b>	Quotation meets requirements and indicates a thorough level of expertise and an understanding of the requirements. Strengths outweigh any weaknesses. Risk of unsuccessful performance is low.
<b>Acceptable</b>	Quotation meets requirements and indicates an adequate level of expertise and an understanding of the requirements. Strengths and Weaknesses are offsetting or will have little or no impact on contract performance. Risk of unsuccessful performance is moderate.
<b>Unacceptable</b>	Quotation does not meet requirements and contains one or more deficiencies. If this criterion is rated as <b>Unacceptable</b> , additional factors will not be evaluated and the quotation is not eligible for award.

Note: See section 4 for definitions of Strength, Weakness and Deficiency.

## 2. Risk Mitigation and Management

a. The quotation shall identify a robust Risk Mitigation and Management approach to ensure successful performance of the PWS. This shall include how the Offeror will mitigate and manage the following risks:

1. The ability to obtain and retain qualified personnel.
2. The ability to bring together the right team to perform the PWS requirements.
3. The ability to effectively manage the project.

b. The quotation’s description of Risk Mitigation and Management shall also include any significant anticipated technical or management risks that the Offeror believes may be encountered in performing the required work and shall provide an effective plan for overcoming them.

c. The quotation shall identify any possible adverse impacts to existing programs/projects and include an approach that ensures the successful performance of the PWS while avoiding or mitigating such impacts on the other programs/projects.

d. Examples of risk mitigation and management processes could include the skills and experience of planned staff, management oversight, task manning, surge capability, teaming agreements and/or reach-back capabilities as they relate to performance of the PWS, a labor mix and discussion of how the proposed labor mix will support the requirements of the PWS **[and the BASE TD]**, and quality control and tracking for technical and financial progress.

e. The Government will evaluate the Risk Mitigation and Management approach to assess completeness, feasibility, and how well it addresses the details of the PWS.

f. The Risk Mitigation and Management criterion will be rated using the following standards:

<b>Risk Mitigation and Management Ratings</b>	
<b>Rating</b>	<b>Description</b>
<b>Outstanding</b>	Quotation meets requirements and indicates an exceptional Risk Mitigation and Management approach. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low.
<b>Good</b>	Quotation meets requirements and indicates a thorough Risk Mitigation and Management approach. Strengths outweigh any weaknesses. Risk of unsuccessful performance is low.
<b>Acceptable</b>	Quotation meets requirements and indicates an adequate Risk Mitigation and Management approach. Strengths and weaknesses are offsetting or will have little or no impact on contract performance. Risk of unsuccessful performance is moderate.
<b>Unacceptable</b>	Quotation does not meet requirements and contains one or more deficiencies. If this criterion is rated as <b>Unacceptable</b> , additional factors will not be evaluated and the quotation is not eligible for award.

Note: See section 4 for definitions of Strength, Weakness and Deficiency.

### **3. Price**

- a. The Government will use price analysis to determine the overall price reasonableness. The price quotation shall be submitted in accordance with the price template.
- b. GSA rates are loaded labor rates inclusive of profit or fee and include all indirect costs. It is anticipated that proposed rates will be offered at a discount from the GSA Schedule rates. The evaluated rates will be determined by the GSA Schedule rate minus the percentage discount for each labor category.
- c. The proposal shall identify the GSA Schedule, the GSA Schedule rate, the percentage discount, the final rate, hours and the total cost for the labor category. All labor hours shall be entered as whole numbers and labor rates entered to the closest whole cent. All rates in the quotation shall be at or lower than the Approved BPA rate. All subcontractor rates shall identify the discount and any pass-thru. BPA rates shall be shown adjacent to the proposed discounted task order rates. (Note: Application of the BPA rates to the proposed hours is not required.)
- d. The proposed overall price will be evaluated to assess the level of effort and the mix of labor proposed to perform the tasks outlined in the PWS and to determine that the total price is reasonable. Offerors shall provide a written basis of estimate with the pricing volume to fully explain the basis for their estimated price.

For the purposes of this TORFQ, the basis of estimate is a narrative description of the offeror's basis for determining its labor mix and hours. It is not intended to be the more structured "Basis of Estimate" typically used in a systems environment as a response to a Work Breakdown Structure (WBS), but rather in a services environment where the contractor is telling the government the basis of their quote based upon the PWS requirements.

- e. Reasonableness means a fair and reasonable price; i.e., a price that a prudent businessperson would pay for an item or service under competitive market conditions, given a reasonable knowledge of the marketplace.
- f. The government will assess the price quotation for realism. Realism means that the proposed pricing is realistic for the work to be performed, reflects a clear understanding of the requirements, and is consistent with the various elements of the other parts of the quotation. Unrealistic pricing will not be adjusted by the Government in its evaluations, but it reserves the right to reject a quotation upon a determination that a price is unrealistically low.
- g. Price in a quotation will not be adjusted by the Government in its evaluations. Any quotation with a rate or rates in excess of the Offeror's GSA Schedule rates will not be eligible for award.

### **4. Definitions:**

Strength is defined as an aspect of an offeror's quote that has merit or exceeds specified performance capability requirements in a way that will be advantageous to the Government during contract performance.

Weakness is defined as any flaw in the quote that increases the risk of unsuccessful contract performance.

Deficiency is defined as any material failure of a quote to meet a Government requirement or a combination of significant weaknesses in a quote that increases the risk of unsuccessful contract performance to an unacceptable level.