

Initial Offer Review

eOffer:

(Offeror's Name)

Each element required by an applicable provision is identified below. Each element references the applicable provision, and all of the required elements within the item. Each element has been evaluated, with deficient items check marked. Deficient items will include specific feedback

Point Of Contact:

CO Review Comments:

Evaluation of eOffer Submission

[Applicable Provision(s): This document is created from your responses in the eOffer system and is not a separate submission.

No Offeror Will Participate in Disaster Recovery Purchasing

Information Conflicts with Other Documents

Domestic/Overseas?

NOTES: Submit a Completed Offer Responses Document

Section 1 Administrative/Contract Data

Agent Authorization Letter (if Applicable)

[Applicable Provision(s): SCP-FSS-001(g) and SCP-FSS-001(j)(1)(viii)]

Not Applicable

Did Not Submit

Incomplete/Not Signed

NOTES: Agent Authorization Letter

Consultant Company Used

Consultant Company Used

Summary of Offer

[Applicable Provision(s): SCP-FSS-002(d)(1)(i)]

Did Not Submit

Incomplete or Conflicts With Other Docs

NOTES: Summary of Offer

System for Award Management (SAM)

[Applicable Provision(s): SCP-FSS-001(j)(1)(iii)]

Certification Expiration Date

Not Current Accurate or Complete

Information Conflicts With Other Documents

Missing Appropriate NAICS Code(s)

Incorrect Business Size

Verified No Delinquent Federal Debt

Current Reps Certs

NOTES: Offeror has completed the Online Representations and Certifications Application

Financial Statements

[Applicable Provision(s): SCP-FSS-001(j)(1)(v)]

- Financial Statements Not Submitted
- Only Submitted One Year
- Statements Too Old
- Missing Balance Sheets
- Missing Income Statements
- Did Not Explain Negative Financial Information

Small Business Subcontracting Plan (if Applicable)

[Applicable Provision(s): SCP-FSS-001(j)(1)(vi)]

- Failed to Submit Sub K Plan
- Not Applicable
- Incomplete
- Information Conflicts With Other Documents

NOTES: Small Business Subcontracting Plan (if Applicable)

Pathways to Success Training Certificate

[Applicable Provision(s): SCP-FSS-001(g) and SCP-FSS-001(j)(1)(i)]

Training Certificate Date:

- Not Completed by Authorized Negotiator Who is also a Company Officer
- Certificate More Than 1 year old

NOTES: Pathways to Success Training Certificate:

Signed Readiness Assessment

[Applicable Provision(s): SCP-FSS-001(g) and SCP-FSS-001(j)(1)(ii)]

Did Not Submit

Date

Not Completed by an Officer of the Firm

Readiness Assessment is More than 1 year Old

NOTES: Signed Readiness Assessment

Cancellation/Rejection Notices (if Applicable)

[Applicable Provision(s): SCP-FSS-001(d)(g) and SCP-FSS-001(j)(1)(iv)]

Did Not Provide Response

Firm's Contract Was Previously Cancelled: Low/No Sales

Firm's Schedule Contract Was Cancelled/Allowed To Expire Within Past 12 Months Due to Low/No Sales

Did Not Provide Copy of Rejection/Cancellation within Past 2 Years

Did Not Detail Steps to Generate Sales Through a New Contract (If Previously Awarded Under This Schedule)

Did Not Demonstrate Current Federal Sales in Excess of \$25,000

Did Not Demonstrate a Reasonable Expectation of Compliance with I-FSS-639 Contract Sales Compliance

Did Not Provide Marketing Plan to Generate Sales Through New Contract Sales

NOTES: Cancellation/Rejection Notices (if Applicable):

Other GSA Contracts (if Applicable)

[Applicable Provision(s): SCP-FSS-001(g) and SCP-FSS-001(j)(1)(iv)]

No Other GSA Contracts

Did Not Provide Response

Information Conflicts With Other Documents

Incomplete or Did Not Include Price List or Contract Number

NOTES: Other GSA Contracts (if Applicable):

Other Pending GSA Contracts (if Applicable)

[Applicable Provision(s): SCP-FSS-001(g) and SCP-FSS-001(j)(1)(iv)]

No Pending GSA Offers Identified

Did Not Provide Response

GSA Offers Not Identified/Program Incomplete

Information Conflicts With Other Documents

NOTES: Other Pending GSA Offers:

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Section 2 Technical Proposal

Corporate Experience

[Applicable Provision(s): SCP-FSS-001(j)(2)(i)]

- Submitted
- Exceeds 2 Pages
- Did Not Demonstrate at least 2 Years of Relevant Corporate Experience
- Did Not Include Size/Number of Employees
 # Of Employees
- Did Not Include Experience In the Field
 # Years Of Experience
- Did Not Include Resources Available
- Did Not Include History Of Activities
- Did Not Demonstrate Organizational/Accounting Controls
- Did Not Identify Marketing Strategies
- Did Not Discuss Use Of Subcontractors
- Did Not Submit Letter Of Commitment (if Applicable)
- Information Conflicts With Other Documents
- Out Of Scope

NOTES: Corporate Experience

Project Experience

[Applicable Provision(s): SCP-FSS-002(d)(2)(i)]

- Did Not Submit
- Did Not State SIN Relevant To Project Submitted
- Projects Too Old (Ended More Than Two Years From Receipt of the Offer)
- Base Year Not Complete
- Did Not Include Customer Name
- Did Not Include Project Name
- Did Not Include POC Name
- Did Not Include POC Contact Information
- Did Not Include Period Of Performance
- Did Not Include Dollar Value Of Project
- Did Not Include Dollar Value Of SIN Work Performed Under Submitted Project
- Did Not Include Summary Of Project
- Did Not Include SOW (Does Not Count Against the Limitation of Four Pages per Project)
- Did Not Include Project Schedule
- Did Not Include SIN Relevant Info
- Did Not Include Methodology, Tools or Processes Used to Complete Work
- Did Not Demonstrate Compliance With Applicable Laws

- Did Not Explain Work Within Scope Of SOW
- Did Not Explain Experience From SOW
- Did Not Identify If Substitution Was Used
- Out Of Scope

NOTES: Project Experience

Completed Open Ratings and Order Form

[Applicable Provision(s): SCP-FSS-001(j)(2)(ii)]

- Did Not Submit
- Did Not Provide Required 6 References
- Did Not Submit ORI Evaluation
- Did Not Submit Order Form (References)
- Did Not Address Negative Feedback
- Did Not Explain What Actions Were Taken To Minimize Problem
- Outdated (older than one year from date of receipt of the the offer)

	Past Performance Report Date
	Number Of Referrals
	Overall Performance Rating

NOTES: Submit Completed Open Ratings Evaluation and Order Form

Quality Control

[Applicable Provision(s): SCP-FSS-001(j)(2)(iii)]

- Did Not Submit
- Exceeds 2 Pages
- Did Not Include Narrative
- Did Not Describe Internal Review Procedures
- Did Not Identify Individuals Who Will Supervise/Review Projects
- Did Not State Whether Subcontractors Are Used
- Did Not Describe How Firm Handles Potential Problem Areas and Solutions
- Did Not Describe Procedures for Ensuring Quality Performance - Urgent Requirements
- Did Not Identify Strategies Managing Multiple Projects for Multiple Agencies

NOTES: Quality Control

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Section 3 Price Proposal

Completed Commercial Sales Practice Format

[Applicable Provision(s): SCP-FSS-001(j)(3)(iv) and (vi)]

- Did Not Demonstrate Comparative Pricing with MFC
- Did Not Include Estimated Sales Per SIN
- Did Not Explain Deviations (if any)
- Did Not Provide Rationale for Estimated GSA Contract Annual Sales
- Did Not Provide Proposal Price List
- Information Conflicts With Other Documents

NOTES: Submit a Completed Commercial Sales Practice Format

Price Proposal List Preparation

[Applicable Provision(s): SCP-FSS-001(j)(3)(ii)]

- Not Submitted
- Incomplete
- Not Consistent With Commercial Practices
- IFF Incorrectly Calculated
- Did Not Submit in Excel Format
- Conflicts with Pricing Support
- MFC is Not Disclosed (Left Blank)

NOTES: Price Proposal List Preparation

Labor Category Descriptions (if Applicable)

[Applicable Provision(s): SCP-FSS-002(d)(3)(i)(1)]

- Not Submitted
- Did Not Explain Methodology for Substitutions if Applicable
- Did Not Submit Position Descriptions
- Did Not Include Educational Requirements
- Did Not Include Minimum Years Experience Required
- Out Of Scope

NOTES: Labor Category Descriptions (if Applicable)

Supporting Documentation for Labor Categories/Services Offered

[Applicable Provision(s): SCP-FSS-001(j)(3)(iii)]

- Did Not Submit
- Incomplete

- Did Not Label Each Document with Name(s) of Corresponding Categories/Services Offered
- Submitted Lump Sum Invoices w/o Matrix Mapping Offered Labor Categories to Support Documentation
- Invoices Do Not Support All Proposed Labor Categories/Services

NOTES: Supporting Documentation for Labor Categories/Services Offered

Identify Pricing Structure

[Applicable Provision(s): SCP-FSS-001(j)(3)(ii)]

- Did Not Identify Commercial Price List or Market Price
- Misidentified Structure
- Inappropriate Structure

NOTES: Identify Pricing Structure

Pricing Fair and Reasonable Narrative

[Applicable Provision(s): SCP-FSS-001(j)(3)(i),(iv)]

Submitted or Did Not Submit

- Pricing Offered Not Equal To or Better Than GSA Pricing Offered
- Did Not Adequately Explain Rationale
- Rationale Not Supported or Accepted

NOTES: Pricing Fair and Reaso

Economic Price Adjustments

[Applicable Provision(s): SCP-FSS-001(j)(3)(iv)]

- Did Not Identify EPA Method
- Method Conflicts With Pricing Structure

NOTES: Economic Price Adjustments

Estimated Sales Rationale

[Applicable Provision(s): SCP-FSS-001(j)(3)(vi)]

Submitted or Did Not Submit

- Did Not Adequately Explain Estimated Sales
- Estimated Sales Appear Unrealistic

NOTES: Estimated Sales Rationale

Professional Compensation Plan

[Applicable Provision(s): SCP-FSS-002(d)(3)(ii)]

- Not In Compliance With FAR 52.222-46

NOTES: Professional Compensation Plan

Uncompensated Overtime Policy

[Applicable Provision(s): SCP-FSS-002(d)(3)(iii)]

Submitted or Did Not Submit

- Plan Not In Compliance With FAR 52.222-46

NOTES: Uncompensated Overtime Policy

Commercial Pricelist/Standard Rate Sheet (if Applicable)

[Applicable Provision(s): SCP-FSS-001(g) AND SCP-FSS-001(j)(3)(iii) and (iv)(A)]

Submitted or Did Not Submit

- Information Conflicts With Other Documents

NOTES: Commercial Pricelist/Standard Rate Sheet (if Applicable)

Service Contract Act

[Applicable Provision(s): SCP-FSS-002(d)(3)(iv)]

- Did Not Submit
- Did Not Verify Rates Meet/Exceed SCA Determination
- Did Not Identify SCA Wage Determination
- Did Not Include Revision Date
- Did Not Include State and Counties That Were Used To Determine Rates
- Did Not Utilize Spreadsheet Format For Matrix
- Did Not Insert SCA Statement Below SCA Matrix
- Did Not Identify Method Of SCA Escalation
- SCA Eligible Labor Categories Omitted From SCA Matrix

NOTES: Service Contract Act

Raising The Bar (if Applicable)

[Applicable Provision(s): SCP-FSS-001(k)]

- Did Not address Frustrated Freight (LOGWORLD)
- Offeror Has No Tracking System for Agency Use (LOGWORLD)
- Offeror Did Not Demonstrate Sample Electronic Label (LOGWORLD)
- Offer Does Not Provide a Sufficient Array of Products/Services to Represent a Total Solution for the SINS
- Offer Does Not Present a Full and Broad Service Offering

NOTES: Raising The Bar Notes