

**PART B - REQUIREMENTS & FUNDING INFORMATION
TECHNICAL, ANALYTICAL, AND STRATEGIC SUPPORT FOR
THE DEPARTMENT OF VETERANS AFFAIRS (VA)
ACQUISITION PLAN DEVELOPMENT**

A. GENERAL INFORMATION

1. Title of Project: Strategic and Acquisition Package Development
2. Scope of Work: This project will support the Office of Asset Enterprise Management (OAEM) energy program. The contractor shall provide specialized technical and geographic expertise to support the Green Management Program (GMP) within OAEM. Appropriate content and information will be developed to inform Acquisition Packages (AP) preparation. GMP, in conjunction with the appropriate administration, will develop the list of proposed energy projects for FY13. The Contractor shall develop specified elements of the AP and gather appropriate data to facilitate OAEM's assembly and completion of each AP. The span of this task order will encompass the projects of the FY13 year. GMP's goal is to take the output developed from this project and apply it to deliver completed draft APs. This project will provide the deliverables described in Paragraph D below for 100 specific projects. Each project will be unique owing to the nature of the project technology, condition and nature of the existing facility, and the geographic location of the project.
3. Background: OAEM is preparing to execute the FY 13 energy program. The program is comprised of over 100 individual energy projects (excluding ESPCs which are not covered by this task). The 100 projects to be accomplished in this task will be specified after award. VA staff will edit the delivered product as necessary to meet final needs of the AP. For the purposes of this task, the AP consists of:
 1. Draft Acquisition Plan Strategy – Evaluates the various procurement options and source categories and provides recommendation
 2. Draft Sample Requirements – Project description and sample requirements
 3. Market research – investigating and evaluating commercial practices and firms that are capable of executing the project. This information will inform both the Acquisition Plan and the Statement of Work.

The contractor will only be required to develop certain elements of the AP listed above. Those elements are specified and described in detail in Paragraph D below.

4. Performance Period: The period of performance for the Task Order is set to 12 months from the Notice To Proceed. Work at the government site shall not take place on Federal holidays or weekends unless directed by the Contracting Officer (CO).
5. Type of Contract: Firm-fixed price
6. Place of Performance: The primary place of work shall be at the contractor's office.

B. CONTRACT AWARD MEETING

The contractor shall not commence performance on the tasks in this Task Order until the CO has conducted a kick off meeting or has advised the contractor that a kick off meeting is waived.

C. GENERAL REQUIREMENTS

1. For every task, the contractor shall identify in writing all necessary subtasks (if any), associated costs by task, as well as associated sub-milestone dates. The contractor's subtask structure shall be reflected in the proposal and detailed project management plan (PMP).
2. All written deliverables shall be phrased in layperson language. Statistical and other technical terminology shall not be used without providing a glossary of terms.
3. Where a written milestone deliverable is required in draft form, the GMP (i.e., the government) will complete its review of the draft deliverable within 15 calendar days from date of receipt. The contractor shall have 10 calendar days to deliver the final deliverable from date of receipt of GMP's comments.
4. All deliverables, except where specified otherwise, shall be emailed to the GMP Contracting Officer's Representative (COR) in Washington, D.C. All deliverables shall also be emailed to the CO.
5. The contractor shall provide, via e-mail, minutes of all government-contractor meetings within three working days after completion of the meeting.

6. Except for pricing information, the contractor shall not deliver to GMP any proprietary products or information of any type in completing the requirements of this Task Order. The contractor's existing internal development tools (that is, those development tools not developed for GMP work and which will not be required by GMP to install, use, or revise the deliverables) are exempted from this requirement. If the contractor believes an exception to this requirement is necessary for effective or efficient execution of this Task Order, the contractor shall request a specific exception, in writing, to the CO, and shall not provide the proprietary tools or information until approval is received from the CO.

D. SPECIFIC MANDATORY TASKS AND ASSOCIATED DELIVERABLES

Description of Tasks and Associated Deliverables: The contractor shall provide the specific deliverables described below within the performance period stated in Section A.4 of this Task Order.

Task 1 Project Management Plan: The contractor shall provide a PMP and briefing for the project team, which presents the contractor's plan for completing the Task Order for development support of the 100 energy projects. The contractor's plan shall be responsive to this Task Order and describe, in further detail, the approach to be used for each aspect of the task order as defined in the technical proposal. At a minimum, the PMP shall include the risk, quality and technical management approach, work breakdown structure, detailed schedule, cost requirements, and proposed personnel. The contractor shall keep the PMP up to date throughout the period of performance.

Deliverable 1:

- A. Draft PMP
- B. Final PMP
- C. Briefing

Task 2. Market Research: Develop a plan for conducting market research in outline form that can be applied to the 100 energy projects. Conduct market research for each of the projects to determine sources that may be available capable of executing the proposed project. On approval of the COR, execute the plan and report results as draft and final research results.

Evaluation Factors

Quotations will be reviewed and evaluated in accordance with the evaluation criteria explained below. The following description summarizes the relationship of the factors to each other. The evaluation factors in order of importance are:

1. Technical Approach which is comprised of the following subfactors in descending order of importance: A. Key Personnel Qualifications and Experience, B. Corporate Capability and Stability, C. Technical and Management Methodology ;
2. Past Performance;
3. Price. (Volume II)

The technical approach factor is significantly more important than past performance. All non-price factors when combined are significantly more important than price.

1. TECHNICAL APPROACH:

The Quoter shall include a brief introduction of their company. The introduction may include a discussion of corporate facilities, office locations, general experience and capabilities, number of employees, etc.

Quotations shall clearly and completely address the appropriate technical elements described below in a format that follows the PWS deliverables. Responses to these elements will form the basis for scoring the technical merits of a quotation. Information presented in the technical volume should clearly demonstrate that the Quoter is fully capable and prepared to perform the tasks described in the PWS as well as demonstrate the Quoter's understanding of the requirements and associated problems. A technical quotation will be considered unsatisfactory if inadequate or insufficient information is submitted, excluding it from further consideration.

The Quoter shall define a performance based management and technical approach that satisfies the requirements defined in this document. **Technical quotations shall address the following three general areas:**

1. Key Personnel Qualifications and Experience

a. A description of the Quoter's current personnel resources for this activity. The Quote must clearly state whether each proposed person is currently a full time or part time employee of the firm or someone who has agreed to join the firm if the quote is selected for award. Résumés of all personnel who are not currently employee must be accompanied by a signed and notarized statement that the person has agreed to the use of his or her resume in the quote package. Additionally, the Quote must identify the working location (address) to which each proposed person would be assigned. If the intent is for any personnel to work from home (full time or part time) this must be identified and discussed. (If the firm has multiple divisions and locations, limit the description and documentation to only the division and location proposed to do the work.)

b. Identification of proposed key personnel to include:

1) Résumés for key employees assigned to perform under this performance work statement and shall contain documented training, education, professional certifications and experience directly applicable to the functions to be performed. Key Personnel include those individuals who have subject matter expertise to accurately validate and verify all activities involved in the performance work statement.

2) Prior work experiences shall be specific and of sufficient variety and duration that the employee is able to effectively and efficiently perform the functions assigned.

The Vendor shall propose a labor matrix that matches its Key Personnel to activities, tasks, and milestones that are aligned with the performance work statement. The quote shall describe the roles and responsibilities of all Key Personnel, their contribution to the execution of the Vendor's methodology, the estimated contribution of each key person in hours, percent of utilization, or similar, the Federal Supply Schedule labor category, and the manner in which the Government will be provided visibility into Key Personnel contribution and performance.

2. Corporate Capability and Stability

Address the Quoter's capabilities and corporate experience relating to the PWS scope areas. This shall include, but not be limited to, professional awards, publications, presentations, and longevity with the ability to maintain the capability and perform the requirements throughout the entire period of the BPA.

3. Technical and Management Methodology

The Vendor shall propose a Draft Project Management Plan that is simple, easy to read, and clearly and concisely describes project responsibilities and personnel, any proposed subcontracting and/or teaming arrangements, communication and coordination, scheduling of all tasks and subtasks, meetings, and deliverables. All staff needed to conduct the work and produce all required training and deliverables must be identified.

a. Discussion of the background, objectives, and work requirements of the PWS as analyzed by the Quoter.

b. Discussion on how Quoter will meet the needs of the Government relative to communication and coordination as well as the supervision and guidance of its employees on site, including a description of the project team leader's level of responsibility, authority, and interaction within the Contractor's organizational structure.

c. Discussion of proposed methods and techniques for completing each task and discussion which supports how each task will be evaluated for full performance and acceptability of work from the Quoter's viewpoint. The Vendor shall propose and include a Draft Quality Assurance Surveillance plan that addresses a detailed approach for addressing key surveillance areas including delivery management process from initial draft to final deliverable and VA COTR acceptance; operational performance standards (e.g., thoroughness, completeness, accuracy of all deliverables, acceptable quality levels); and surveillance areas and methods. Consideration should be given for constraints involving budget, schedule, political, cultural, regulatory, legal personnel resources, and other factors.

d. Discussion of any anticipated major difficulties and problem areas, along with potential recommended approaches for their resolution.

2. PAST PERFORMANCE

The Offeror will be evaluated on its past performance. Offeror shall submit three references for recent (from the past three years) and relevant experience (i.e., experience in providing the services as described by the PWS contained in the solicitation). Information used consists of reference data provided by the vendor in its quotation, information in both Government and commercial databases, and other information available as VA determines is reasonable.

3. Price

This Volume shall be organized in such a manner to address and/or provide sufficient details in price breakdown of the quotation. Information must be detailed enough to clearly document that the proposed mix of labor categories offered are accurate, realistic, complete and consistent with the proposed technical volume and with the requirements of the PWS. Documentation shall also explain any description of any assumption of terms and conditions, as well as a specific description of any pricing and technical assumptions that the response is predicated on.

Quotations which are unrealistic in terms of technical commitment or unrealistically low in price will be deemed to show an inherent lack of technical competence or failure to comprehend the complexity and risk of the contract requirements. This may be grounds for the rejection of the quotation. The Government may reject any quotation that is unreasonable or materially unbalanced as to prices. An unbalanced quotation is one that incorporates prices significantly less than cost for some items and/or prices that are significantly overstated for other items.

The Vendor shall include the following part(s) in Volume II:

Part I –

The Vendor shall submit the tabs listed below:

- **Tab A, SF 1449** – The Vendor shall submit a completed and signed SF 1449 and a completed and signed copy of each amendment to the Request for Quote. The SF 1449 and all amendments shall be signed by an individual who has the authority to bind the company.
- **Tab B, Pricing Notes and Assumptions** – This Tab shall be used to explain the Vendor's price quote. All special terms and conditions, assumptions, conditions or exceptions related to the Vendor's pricing shall be included in this Tab. The Vendor shall take care not to include remarks that take exception to the Government's pricing requirements or otherwise preclude the Government from evaluating the Vendor's quote. The Vendor shall submit a priced spreadsheet(s) keyed to the line items for the performance work statement.

Part 2 The Vendor shall provide labor categories and rates for each task in the Performance Work Statement.

INITIAL EVALUATION

The selected company (prime) must have a current GSA schedule

The selected company must have capability to perform the majority of the prime task as per SBA rules and regulations – i.e. at least 51% (no pass through)

The Hubzone must be registered under NAICS 541330 “*Engineering Services*”

The Government’s objective is to obtain the highest technical quality considered necessary to achieve the project objectives, with a realistic and reasonable price. In the event quotes are evaluated as technically equal in quality, price will become the major consideration in selecting the successful Offeror.

The proposal Volume 1 shall not exceed 50 pages with Volume 2 as described under price (see above)

CONTRACT AWARD

This will be a single award. This Contract award shall be made to the responsible Quoter whose offer, in conforming to this RFQ, is most advantageous to the Government, price and other factors considered. The Government reserves the right to award without discussions.