

INSTRUCTIONS TO QUOTERS

Quoters are required to submit their quotes by Noon, Norfolk, VA local time on Thursday, January 14, 2016.

Quotes shall be submitted electronically to Ms. Morgan Olszak at Morgan.Olszak@navy.mil.

Ms. Olszak's telephone number in the event of any questions is (757) 443-1975.

Quotes shall consist of the following information:

1. **Past Performance:** The Quoter shall demonstrate relevant past performance, or affirmatively state that it possesses no relevant past performance.

Relevant past performance is performance under contracts performed since January 2013 that is the same as, or similar to, the scope and magnitude of the work described by this RFQ.

To demonstrate its past performance, the Quoter shall identify up to three (3) of its most relevant contracts performed since January 2013 and provide any other information regarding these contracts which the Quoter considers relevant to the requirements of the RFQ.

Quoters should provide a detailed explanation demonstrating the relevance of the contracts to the requirements of the RFQ.

If subcontractor past performance is provided as part of the three (3) most relevant contracts, the percentage of work to be done by the subcontractor on this current effort must be provided.

Therefore, the Quoter's submittal shall clearly detail the aspects of the work in the RFQ that the subcontractor is proposed to perform.

If the prime quoter provides past performance where it performed as a subcontractor to another contractor, a description of that work and its percentage of the total prime contract value should also be provided.

The Quoter should complete a Past Performance Information Form for each contract submitted and that Form is provided as an attachment to the RFQ (Attachment I).

In addition to the information requested above, quoters shall contact their past performance references and request that each reference complete the attached Past Performance Report Form (Attachment II) and e-mail the completed survey form directly to Ms. Morgan Olszak via the e-mail address provided above by the due date of this RFQ. The Government reserves the right to consider past performance report forms received after the due date of the RFQ and to contact references for verification, or additional information.

2. **Technical Approach** - Quoters shall provide a narrative to describe their approach to successfully completing the services specified in the Performance Work Statement (PWS). The technical approach should explain how they will fulfill the required delivery schedule and also how they intend to collaborate with Government personnel to fulfill the necessary design and installation requirements.

3. **Price:** The quoter shall include a price for the completion of the required services.

EVALUATION OF QUOTES

The Government intends to award a firm fixed price contract to the responsible vendor whose quote represents the best value to the Government.

The Government intends to award based solely on the information contained in the quote and is not obligated to seek completion, or clarification regarding any of the information provided except at its own discretion.

Award will be made based on a consideration of past performance, technical approach, and price with past performance being more important than technical approach and the two combined being substantially more important than price.

a. Past Performance - Past performance will be evaluated based on the quality of relevant performance and the degree of confidence that past performance creates in successfully performing the requirements of the RFQ.

The evaluation will focus only on work experience already performed.

Work yet-to-be performed, and work prior to January 2013 will not be considered.

Subcontractor past performance will be given weight relative to the percentage of the work under the RFQ that the subcontractor is proposed to perform.

Relevancy: Each past performance reference submission will be evaluated to determine its individual scope and magnitude relative to the instant requirement using the following ratings:

Rating	Description
Very Relevant	Present/past performance effort involved essentially the same scope and magnitude of effort this solicitation requires.
Relevant	Present/past performance effort involved similar scope and magnitude of effort this solicitation requires.
Somewhat Relevant	Present/past performance effort involved some of the scope and magnitude of effort this solicitation requires.
Not Relevant	Present/past performance effort involved little or none of the scope and magnitude of effort this solicitation requires.

The following definitions will apply to this evaluation:

- Scope: Experience in the areas defined in the Performance Work Statement (PWS).
- Magnitude: The measure of the similarity of the dollar value of actually performed work that exists between the PWS and the Quoter's contracts.

Quoters lacking relevant past performance history will not be evaluated favorably or unfavorably on past performance.

However, the past performance submittal of a quoter with no relevant past performance history, while not rated favorably or unfavorably for past performance, may not represent the most advantageous quoter to

the Government. In this instance, the quoter will receive a rating of “Not Relevant” in the relevancy rating factor.

Past Performance Confidence Assessment Ratings – The overall assigned rating for Past Performance will be the Past Performance Confidence Assessment rating. The assignment of this rating will be based on the quality of relevant past performance and will consider the currency and relevance of the information, source of the information, context of the data, and general trends in contractor’s performance.

The following ratings will be used to assess past performance confidence:

Rating	Description
Substantial Confidence	Based on the quoter’s recent/relevant performance record, the Government has a high expectation that the quoter will successfully perform the required effort.
Satisfactory Confidence	Based on the quoter’s recent/relevant performance record, the Government has a reasonable expectation that the quoter will successfully perform the required effort.
Limited Confidence	Based on the quoter’s recent/relevant performance record, the Government has a low expectation that the quoter will successfully perform the required effort.
No Confidence	Based on the quoter’s recent/relevant performance record, the Government has no expectation that the quoter will be able to successfully perform the required effort.
Unknown Confidence (Neutral)	No recent/relevant performance record is available or the quoter’s performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.

The quality of performance under a past performance reference that that has no relevance to the instant requirement will not be considered in the overall assessment of Past Performance Confidence.

In the case of a quoter without a record of relevant past performance or for whom information on past performance is not available, the quoter may not be evaluated favorably or unfavorably on past performance. Rather, the quoter will receive an “Unknown Confidence” rating.

In order to verify past performance information and determine the relevancy and quality of the past performance submission, the Government may contact some or all of the references provided, as appropriate, and may collect information through questionnaires (i.e. the Past Performance Report Form), telephone interviews and existing data sources to include, but not be limited to, Contractor Performance Assessment Reporting (CPARS).

The Government also reserves the right to obtain information for use in the evaluation of past performance from any and all sources including sources outside of the Government and in addition to the past performance information provided by the quoter.

It is also noted that the evaluation of past performance is separate and distinct from the contracting Officer’s responsibility determination.

b. Technical Approach – The Government will review the quoter’s technical approach to meeting its requirements and will evaluate the approach’s effectiveness and the risk related to it utilizing the following ratings:

Rating	Description
Outstanding	Quote meets requirements and indicates an exceptional approach and understanding of the requirements. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low.

Good	Quote meets requirements and indicates a thorough approach and understanding of the requirements. Quote contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low.
Acceptable	Quote meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses are offsetting or will have little or no impact on contract performance. Risk of unsuccessful performance is no worse than moderate.
Marginal	Quote does not clearly meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The quote has one or more weaknesses which are not offset by strengths. Risk of unsuccessful performance is high.
Unacceptable	Quote does not meet requirements and contains one or more deficiencies. Quote is un-awardable

DEFINITIONS:

Strength - An aspect of the quote that has merit or exceeds specified performance or capability requirements in a way that will be advantageous to the Government during contract performance.

Weakness - A flaw in the quote that increases the risk of unsuccessful contract performance.

Deficiency - A material failure to meet a Government requirement, or a combination of weaknesses in a quote that increases the risk of unsuccessful contract performance to an unacceptable level.

Risk – The potential for unsuccessful contract performance. The consideration of risk assesses the degree to which a quoter’s proposed approach to achieving the technical aspects of the requirement may involve risk of disruption of schedule, increased cost or degradation of performance, the need for increased Government oversight, and the likelihood of unsuccessful contract performance.

c. Price – The quoter’s price will be evaluated in accordance with FAR 13.106-3(a).

Vendors responding to this solicitation are advised that, prior to award, the government may request that vendors submit information/data to support price reasonableness.

That information may include such things as copies of paid invoices for the same or similar items, sales history for the same or similar items, price list with effective date and/or copies of catalog pages along with any applicable discounts. Failure to submit the requested information may result in disqualification of the submitted quote.

Although price is not the most important evaluation factor, it has the potential to become more significant during the evaluation process. The degree of importance of price will increase with the degree of equality of the quotes in relation to technical approach and past performance. The importance of price will also increase when a vendor's price is so significantly high as to diminish the value to the Government that might be gained under the other aspects of its quotation. If, at any stage of the evaluation, all quoters are determined to have submitted equal, or virtually equal, quotes, price could become the factor in determining which quoters shall receive the award.