

Sample Procurement Documents

This section provides samples of standardized procurement documents to further streamline the acquisition process. NOTE: These documents have been designed to be used when ordering under GSA's Multiple Award Schedule 71 – Furniture.

Request for Quote

The following is a sample RFQ Template.

REQUEST FOR QUOTE
[Agency/Organization]
[List Product Type or Project Here]
[RFQ/Amendment #]
[Date]

Overview of Requirement:

[Provide information on the overall requirement in terms of product type(s) and building type(s) and on the type of award your agency/organization is seeking to make in terms of type of contract and geographic scope]

Suggestive Language:

Example: The General Services Administration (GSA), Federal Acquisition Services (FAS) is seeking a solution to provide systems furniture, private offices, task seating and related services for the XYZ Agency. The Government will be issuing a: (suggested options)

- Multiple Blanket Purchase Agreements*
- Single Award Firm-Fixed Price Blanket Purchase Agreement*
- Firm fixed price delivery order*

Against GSA Schedule 71 for XYZ Agency in Washington DC

Required Language:

This is a Request for Quote (RFQ) using GSA Schedules under FAR Subpart 8.4 (Federal Supply Schedules). All quoter submissions in response to this RFQ are considered quotes and not proposals or offers, even, if labeled as such. The quoters agree to and are bound by all instructions, procedures and rules of this RFQ.

Since contractor submissions are simply quotes under the GSA Schedule program, the Government is not obligated to determine a competitive range, conduct discussions with all quoters, solicit final revised quotes, and use other techniques associate with FAR part 15. The contracting techniques associated with FAR Part 15 do not apply.

There are X Attachments to this RFQ:

[List all attachments to the RFQ; attachments listed are for illustrative purposes only, please update with your own list of attachments]

Minimum Suggested Attachments:

1. Attachment A – Statement of Work
2. Attachment C – Building Specific Information / Site Specific Information
3. Attachment D – Floor Plans
4. Attachment E – Pricing Form

Pre Quote Conference Call

The Government intends to conduct a pre-quote conference call On XX/XX/XXXX at 10:00 AM EST to allow quoters the opportunity to hear the Government's approach to this RFQ. Participation is not required but highly encouraged.

Include call information for conference call.

RFQ Submission Instructions:

[Provide specific instructions on how RFQ quotes need to be submitted. If submissions are required via a specific system, include any system specific requirements to industry vendors]

Suggestive Language:

Quotes in response to the RFQ **MUST** be submitted through XYZ System (www.xyz.gov) under RFQ # 12345. Contractors who respond to this RFQ acknowledge and agree to all the instructions and procedures described herein.]

Required Language:

Quote Due Date/Time: All quotes are due by **[Data and Time here]**.

Note: The Government will begin immediate review and evaluation of the submissions following the RFQ closing date and time. Therefore, submissions or information requests about this RFQ received after the closing date and time, are considered late, and will not be accepted.

Questions: All questions regarding this requirement shall be submitted via email no later than 5:00PM Eastern Time on August X, 20XX to the following Contract Specialists:

Basis for Award

The Government's intent is to evaluate the submitted quotes against the criteria set forth below and then make award on

Suggestive Options:

- Lowest Price Technically Acceptable (LPTA)
- Best Value basis considering price and other factors (tradeoffs)

Required Language:

NOTE: The Government anticipates selecting an awardee based upon initial quotes received; therefore, quoters are cautioned to submit their best price and technical quotes in the initial submission.

Evaluation Criteria and Quote Submittal Instructions

Required Language:

The quote submission shall include two separate volumes:
Volume I-Technical Quote and Volume II-Price Quote.

Quotes will be evaluated on the factors listed below. Failure to follow the instructions may result in the quote being removed from further consideration for award.

Quoters are cautioned not to include assumptions, caveats, or exceptions within any part of their submission. Inclusion of assumptions, caveats, or exceptions to the requirement of any kind may result in the quote no longer being considered. Quoters should **ONLY** submit information explicitly requested in this RFQ.

NOTE: Quotes will first be reviewed to ascertain whether they have been submitted in accordance with the instructions for Volume I-Technical Quote and Volume II-Price Quote before being evaluated against the criteria identified below.

VOLUME I-TECHNICAL QUOTE

The Technical Factors below are listed in descending order of importance. The Technical Factors when combined are approximately equal to price. However, price is always evaluated and price rises in importance when technical merit among the quotes becomes more equal.

Suggested Technical Evaluation Criteria for Best Value:

1. *Technical Compliance (Go/No Go Criteria)*
2. *Management Plan * If Required**
3. *Delivery * If Required**
4. *Past Performance *For orders over simplified acquisition threshold**

Suggestive Language

The Technical Quote shall be a written submission limited to a total of X single-spaced pages, one-sided, letter size pages (excludes drawings). Anything over X pages will not be considered. Number the pages consecutively and use an 11 point font size in an easily readable font, such as Times new Roman. The X page limit shall be broken down as follows:

1. *Technical Compliance- Go/No Go Criteria (Drawings/ Bill of Materials/ Not included in page limitation)*
2. *Management Plan-1 Page*
3. *Delivery-1 Page*
4. *Past Performance-1 Page*

[It is strongly recommended to include a page limit. Bill of Materials and Drawings are required for typicals, for systems furniture, private offices, and conference rooms.]

FACTOR 1: TECHNICAL COMPLIANCE

Suggestive Language

(Go/No Go Criteria)

The quoter shall demonstrate that the product line(s) quoted can meet the requirements identified in the Standard Typicals [list reference to attachment here] and Typicals [list reference to attachment here]. This is a go/no go requirement. If the bill of materials and drawings are not submitted with the written quote, it is a “no go” and the quote shall not be considered for further evaluation. The quoter shall submit drawings in a Plan View, Isometric View (3D) and Elevation View for each typical in PDF and CAD Format. Quoter shall submit a bill of materials broken down by typical.

This RFQ is for GSA Scheduled contract products and services only. All products and services quoted in response to this RFQ must be on GSA Schedule contract by the due date for submission of quotes. All products and services must be quoted in order to be considered a complete quote.

THIS BILL OF MATERIALS SHALL NOT CONTAIN ANY PRICING INFORMATION.

[Add any testing requirements if necessary. Contractors go through certain testing requirements to obtain a GSA Schedule contract. Requesting contractors to re-submit the testing adds costs for the vendors]

FACTOR 2: MANAGEMENT PLAN *If Required*

Some suggestions on how to structure Management Plan Evaluation Criteria

The Management Plan shall address all of the following elements in order to be considered for further evaluation. Failure to address any of the elements below may result in removing the quote from further consideration for a BPA. The Management Plan shall include a narrative description of the following:

- Describe how the contractor or contractor team will manage a project of this scope and complexity.*
- Describe the contractor's approach for coordinating phased, multi-floor installations and concurrent multi-building installations.*
- Describe how the contractor or the team will provide a single, accountable point of contact for the resultant BPA/Order. The narrative shall describe how the contractor will ensure product ordering, communications, scheduling and invoicing flows through a single contractor or team member.*
- Describe corporate procedures for addressing poor performing dealers and installers, while maintaining seamless performance to the customer.*
- Identify risk(s) associated with a BPA/Order of this magnitude and the means the contractor will take to mitigate those risks. (The Quality Control Plan will be included into the BPA Ordering Guidelines).*

The Management Plan will be evaluated on the degree to which the information provided demonstrates a thorough understanding of the requirements and a management approach to successfully provide products throughout the life of the BPA with minimal risk to the Government.

FACTOR 3: DELIVERY *If Required*

[Try to achieve an understating of the vendor's ability to deliver the required products in time. The Narrative needs to show how the vendor will meet the Government's delivery timeframe. It is suggested to require vendors demonstrate capability of meeting delivery by providing a timeline / schedule that shows when product will begin production and ultimately arrive at the Government facility]

FACTOR 4: PAST PERFORMANCE *For order over simplified acquisition threshold*

Suggestive Language 1 for Past Performance Evaluation Criteria

The quoter shall provide one (x) example/s of past performance that is similar to the size and technical scope of this requirement.

The past performance shall have been performed within the past 3 years and may have been performed under a federal, state, local Government contract or a private commercial contract. The example shall be a maximum of one page.

Suggestive Language 2 for Past Performance Evaluation Criteria

Information provided in response to this factor will assist the Government in determining the degree of risk associated with award of this project to the Team in question based upon experience and successful past performance on other relevant projects.

*The Team lead shall describe two (2) separate examples it has performed that demonstrate their corporate or federal experience on managing projects of similar or greater **size, and complexity** to this requirement. For this requirement:*

Size is defined as managing a contract providing furniture for x (x) sites or more, which combined within a one year period, accommodated x users or more, CONUS and OCONUS.

Complexity is defined as simultaneously managing and outfitting a total workplace office solution.

- Each example shall have been performed within the past x years.*

Required Language

So that the Government may efficiently evaluate and verify the past performance information the quoter should include the following information for each example:

- Name and Address of Organization and Contract Number
- Period of Performance
- Points of Contact with correct phone numbers, titles, and e-mail addresses to allow the Government to verify information submitted. Provide at least 1 verifiable contracting or technical point of contact. If possible, provide both contracting and technical points of contact. The Quoter shall ensure that information presented for points of contact is accurate and current (i.e. current phone numbers, email addresses).

The Government will evaluate the relevance, quality, timeliness, and customer satisfaction for the Quoter's past performance example. In evaluating the past performance example, the Government reserves the right to use data obtained from other sources as well as that provided in the quote.

Note: Quoters are cautioned that it is exclusively the Quoter's responsibility to ensure that information provided is accurate and complete for all points of contact listed. Further, Quoters are responsible for ensuring references will willingly participate in the Government's attempts to verify information provided in the quote. The Government is not responsible for the inability to contact a Quoter's references due to inaccurate contact information or uncooperative references. Past performance information from the contractor's references which cannot be readily confirmed may receive a lower rating for this factor.

VOLUME II – PRICE QUOTE

Quoters shall submit a Firm-Fixed Price Quote, utilizing the Pricing Form contained in [Attachment B], for all work described in the RFQ package to include the SOW.

Suggestive Language

The pricing form shall be in MS Excel Format. Missing or incomplete pricing data in the Pricing Form may result in the quote no longer being considered, or downgraded.

The quoted discounts will apply for the entire period of performance to include all locations.

NOTE: This requirement is for the FSSI standard configuration items ONLY. All products quoted must be on the contractor's MAS contract at the time for receipt of quotations. The Government seeks additional discounts off contractor's current GSA Schedule pricing.

The quoter shall submit the following items for all products quoted. In addition to these items, quoters are required to furnish a Bill of Materials (BOM) and a typical drawing for [recommended for workstations, private office configurations, conference rooms.]

- Catalog Name*
- Catalog Page Number*
- Manufacturer Name*
- Part #*
- Quantity*
- Brief Description*
- Fabric Grade (list as grade out of total range of fabric grades offered) and Abrasion Test results in # of double rubs (for fabrics only)*
- List Price*
- Discount Percentage*
- Extended Price*

Required Language

NOTE: The Government will verify the information from the Bill of Materials against the pricing form contained in Attachment B.

The price quote should include a current electronic copy / web link of the GSA Price Catalog for all products being quoted. The prices quoted must be at or below the current GSA Schedule contract pricing. The Quoter

is responsible for making sure all GSA Schedule pricing is current. Single pages of price catalogs will not be accepted.

Suggestive Language

Contractor Teaming Arrangements (CTA) are permitted. If the quoter intends to team, a CTA is required by the closing date and time of the RFQ. However, a fully executed CTA will be formalized at time of award.

<http://www.gsa.gov/portal/content/202253>