

## ATTACHMENT A – INSTRUCTIONS TO OFFERORS

### 1. 52.216-1 Type of Contract (APR 1984)

The Government contemplates award of a Firm Fixed Price Single Award Task Order using FAR 8.405-2(c)(3)(iii)(B).

### 2. Questions

Any questions regarding this Request for Quote (RFQ) must be submitted via email to [marco.bazan@usdoj.gov](mailto:marco.bazan@usdoj.gov) no later than **4:00 PM CST on September 13, 2023**. When submitting questions, the Offeror must provide the contact information of an Authorized Corporate Representative and include the following information: Company Name, Entity ID from SAM.gov, Authorized Corporate Representative's name, title, email, and phone number.

### 3. Additional Details

The Government is not liable for any expenses incurred by the Offerors in developing and submitting quotes for this RFQ.

**Award on Initial Responses.** The Government anticipates selecting the best-suited contractor from initial responses, without engaging in exchanges with contractors. Contractors are strongly encouraged to submit their best technical solutions and price in response to this RFQ.

**Exchanges with Best-Suited Contractor.** Once the Government determines the contractor that is the best-suited (i.e., the apparent successful contractor), the Government reserves the right to communicate with only that contractor to address any remaining issues, if necessary, and finalize a task order with that contractor. These issues may include but are not limited to technical and price. If the parties cannot successfully address any remaining issues, as determined pertinent at the sole discretion of the Government, the Government reserves the right to communicate with the next best-suited contractor based on the original analysis and address any remaining issues. Once the Government has begun communications with the next best-suited contractor, no further communications with the original best contractor will be entertained until after the task order has been awarded. This process shall continue until an agreement is successfully reached and a task order is awarded.

**Offer Affordability.** The Government seeks quotes with a total price for the **base year** at less than \$132,465.00. Quoters should not interpret this figure as a ceiling (or as a floor) on quotes; rather, this information is provided as a courtesy to prospective offerors. The Government may select a quote for award with a price below, at, or exceeding this figure if it finds that quote provides the best value and funds are available.

### 4. Organizational Conflicts of Interest

Per FAR Subpart 9.5, the offer must warrant that, to the best of its knowledge and belief, there are no relevant facts or circumstances that would give rise to an organizational conflict of interest. If there is such rise, the offeror must disclose all such relevant information to the Contracting Officer, Marco A Bazan, [marco.bazan@usdoj.gov](mailto:marco.bazan@usdoj.gov) with their quotation.

## 5. Instructions for Quote Submission

Submission of Quotes: The Offeror must submit a quote, including price and submit written information that pertains to its relative technical capabilities discussed in the following paragraphs. The Government will award a single firm fixed price task order resulting from this RFQ to the responsible and eligible quoter whose quote conforms to the RFQ, and will be most advantageous to the Government, price and other factors considered. The following information or factors shall be used to evaluate offers:

Technical Capability - The offeror needs to describe how it will organize, staff, and manage the task order and how it will accomplish the task order requirements. The offeror needs to demonstrate an understanding of the requirements and discuss the offeror's planned management of consultants and subcontractors, if applicable.

- Equipment
- Installation
- Warranty
- Maintenance

### Price

Quotes shall be emailed to Marco A Bazan, Contracting Officer, at [marco.bazan@usdoj.gov](mailto:marco.bazan@usdoj.gov) no later than **12:00 PM Central Standard Time (CST) on Friday, September 15, 2023.**

The Price Quote shall be submitted using the Attachment C Pricing Sheet and shall be submitted as a separate attachment from the Technical Quote. The Price Quote shall be identified as Volume I – Price Quote.

The Technical Capabilities shall be submitted as a single Adobe Acrobat PDF document. The Technical Quote shall be identified as Volume II – Technical Quote – Technical Capabilities.

### 1. **Formatting:**

Offerors shall ensure that the print, graphics, and fonts are easily readable.

### 2. **Content:**

#### a. Quote Cover/Transmittal Letter

The Offeror shall provide a Quote Cover/Transmittal Letter (limit 2 pages) with pertinent Offeror information. This information should include, at a minimum the following:

- i. Company Name
- ii. Entity ID from SAM.gov
- iii. An Authorized Corporate Representative name, title, email, and phone

number.

b. Volume I – Price Quote

- i. Use the attached pricing excel workbook.
- ii. Offerors shall match the categories in the SOW and Pricing/Parts spreadsheet to their GSA (Order Level Materials) Equipment and Supplies.
- iii. Completion of the price excel workbook is required for a full evaluation of an Offeror's quote.
- iv. The Government expects additional discounts from the offeror's schedule pricing.

c. Volume II – Technical Quote – Technical Capabilities

- i. The technical capability must be presented in written format clearly and fully addressed in the technical quote volume. (Limited to 10 pages).
- ii. The responses to each factor must contain adequate description of the services offered.

## ATTACHMENT B – EVALUATION FACTORS

### a. Basis for Award

The Government intends to award a task order to the responsible Offeror whose quote represents the best value to the Government based on the following criteria:

**Technical Capability:** The quote will be evaluated on how the offeror intends to organize, staff and manage the task order and the means that will be used to accomplish the task order requirements. The degree to which the quote demonstrates an understanding of the requirements will be evaluated, as well as the offeror's planned management of consultants and subcontractors, if applicable.

- Equipment
- Installation
- Warranty
- Maintenance

A comparative analysis will be performed for each evaluation factor identified in the RFQ to compare observations for each evaluation factor and determine the most advantageous quote. Following the comparison of all factors in the quotes, the vendor's price will be considered.

#### **Price:**

The contracting officer will conduct an evaluation of price reasonableness in accordance with FAR 8, as applicable.

After comparison of the non-price factors and Price, the Government will perform a trade-off and select the quote that offers the best value. This quote will be considered the apparently successful offeror.

For the purposes of conducting the comparative analysis and identifying the trade-off for best value, the following will be considered:

- A lower price may be selected over a more advantageous offer,
- Quote with highest non-price factor merit may not be in the best interest of the Government, or
- Price may be the tiebreaker for technically equal quotes.

#### **A Fair Market Price:**

The requirement will be full and open competition, FAR Part 19.202-6 (Determination of fair market price) is not applicable.

#### **Be otherwise eligible to receive an award:**

The offeror must be determined responsible pursuant to the general standards in FAR 9.104, be registered in the System for Award Management, meet all business

status requirements, and be otherwise eligible to receive an award.

**b. Evaluation Criteria**

**Technical Capabilities Criteria**

The Government will evaluate the Offeror's proposed technical capabilities based on their demonstrated understanding of the tasks outlined in the SOW and planned execution of the project. The following elements will be evaluated:

- a. The way the Offeror proposes to organize, staff and manage the task order to accomplish the required services and deliverables.
- b. The extent to which the Offeror understands the requirements, as well as how the Offeror will manage consultants and subcontractors, if applicable.

**Price Criteria**

**Price**

The requirement will be full and open competition, FAR Part 19.202-6 (Determination of fair market price) is not applicable.

Offerors must submit one (1) copy of their Pricing Schedule. Failure to submit the price quote in the format stated in the pricing schedule will result in the quote being considered non-conforming to the RFQ and the offer will not be further considered for award. No modifications to the template are authorized.

The Offeror must provide a "total" price for all products and/or services. Failure to submit a total price and/or any price for any of the line items will result in the quote being considered non-conforming to the RFQ and the offer will not be further considered for award. Offers will be evaluated for award purposes by adding the total price of the Indoor Firing Range.