

Responding to a Request for Quote

Issued by the Federal Government

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Overview

- Federal Acquisition Regulation
- Establishment of GSA Schedule Contracts
- Integrated Workplace Acquisition Center (IWAC) Role
- RFQ Types and Process
- Evaluation of Quotes
- American Recovery and Reinvestment Act (ARRA)
- Helpful Tips

Federal Acquisition Regulation

- Authority
- Role of the Contracting Officer
- Commercial Contracting
- FAR Subpart 8.4

GSA Schedule Contracts

- FAR Part 38
- Leverages the Government's buying power for commercial products and services
- Ordering under established Schedule contracts (FAR Subpart 8.4)
 - a. FAR 8.405-1 versus
 - b. FAR 8.405-2

GSA IWAC

- Mission
- Locations
 - a. Arlington, VA (Crystal City)
 - b. Philadelphia
- Schedules, specifically Schedule 71
- Services to agencies

GSA Schedule 71

- Office Furniture
- CFMS

Request for Quote (RFQ)

Anatomy of the RFQ:

- Background and objective
- Technical Requirements
 - a. Specifications, including Typicals
 - b. Environmental Requirements (EO 13514)
 - c. Building particulars/applicable conditions
- Delivery
- Evaluation Methodology
- Past performance
- Due date for quotes

Evaluation Methodology

- Price
- Technically Acceptable/Low Price
- Best Value where technical or other factors are greater than price (tradeoff)

Evaluation of Quotes

- In accordance with the terms of the MAS
- In accordance with the terms of the RFQ
- Were the technical requirements met?
- In the case of tradeoff, are the superior features worth the price premium, if awarding to other than the low price?
- Priced in accordance with the Schedule. Deeper discounts offered?

Past Performance

- Provide relevant past performance in accordance with the parameters in the RFQ
- Ensure references are accurate and available

RFQ Process

- Minimum 3
- Ebuy tool
- Role of Contract specialist
- Contractor questions
- Evaluation Methodology
- Price

Types of Schedule Awards

- Single award
- Multiple awards
- Blanket Purchase Agreements (BPAs)

BPA_s

- FAR 8.405-3
- Ordering procedures
- May extend beyond GSA Schedule contract period of performance provided there are sufficient Schedule option periods to cover the BPA period of performance

BPA Administration

- Annual basis
- Schedule still in effect?
- Is the BPA established still the best value?
- Estimated quantities/amounts have been exceeded and additional price reductions are obtainable.

Other Direct Costs

- Acceptable if on Schedule
- Acceptable if < micropurchase threshold and reasonable
- Acceptable if supplied via Contractor Teaming Arrangement (CTA)

Must be incidental and not the primary purpose of the resultant order!

CTAs

- Enables Schedule contractors to provide a total Schedules solution to the Government's objective
- Privity with all Schedule contractors
- Must have CTA and submit CTA with quote (see www.gsa.gov/contractorteamarrangements)

TIPS

- READ the RFQ
- Raise questions to the contract specialist
- Know the clauses in your Schedule contract
- Determine if your Schedule can provide a total solution, or do you need to enter into a Contractor Teaming Arrangement (CTA) with another Schedule contract holder

Tips (continued)

- Quotes must be submitted by Schedule contract holder
- Make sure the quote is complete:
 - a. Technical requirements addressed
 - b. Pricing complete
 - c. Other deliverables provided
 - d. CTAs, complete and submitted

Tips (continued)

- Compliance at the Schedule level (ARRA)
- Ensure products are on Schedule
- Provide references that can be contacted
- Submit best quote upfront
- Understand the evaluation methodology and answer accordingly.
- No FLUFF!!!

Questions??

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